State Exchange of Education Data Project

NC Department of Public Instruction
301 North Wilmington Street
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SEED Application User Manual

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Revision History

Version	Author	Date	Changes
1.0	Robin Lucarelli	9/17/2013	Initial draft
1.5	Robin Lucarelli	9/30/2013	Final draft
1.6	Vicki Humphreys	10/30/13	Update to Application Support Contact

DRAFT

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SEED Project Overview

The State Exchange of Education Data (SEED), formerly known as the Southeast Education Data Exchange (SEED) project enables participants to track and share information for K12 transfer students who cross state lines. Collaboration among participating states enables students' data to follow them across state lines. The project goals for participating states are two-fold:

- Validate K12 student mobility within the region. Detecting that a student has moved to another state has the potential to reduce a state's dropout rate.
- Ensure that a K12 student's longitudinal data is transferred from one state to another when the student transfers within the region. The amount of data shared, in terms of years and content, is determined by individual participating States. (Note: North Carolina is currently sharing LEA Directory, School Directory, Student Identity, Student Demographics and Student Contact, with participating states.)

When these goals are met, participating States realize three primary benefits:

- Improved continuity of services for regional K12 transfer students
- Enhanced accuracy of K12 graduation and drop-out rate calculations
- Contribute to other efforts aimed at ensuring all K12 students graduate from high school ready for a career and/or a postsecondary course of study

States currently participating in this project include Alabama, Colorado, Florida, Georgia, Kentucky, North Carolina, Oklahoma, and South Carolina. The Georgia Department of Education (GaDOE) is the point of coordination for the participating States and provides overall project management, analysis, and development.

Introduction

Overview

The purpose of this SEED User Manual is to identify features of the SEED application and to provide instructions to SEED users on how to navigate and use the application.

Intended Audience

This document is intended for use by NC SEED users (SEA Administrators, LEA Administrators, SEA State Users, and LEA District Users).

Accessing the SEED Application

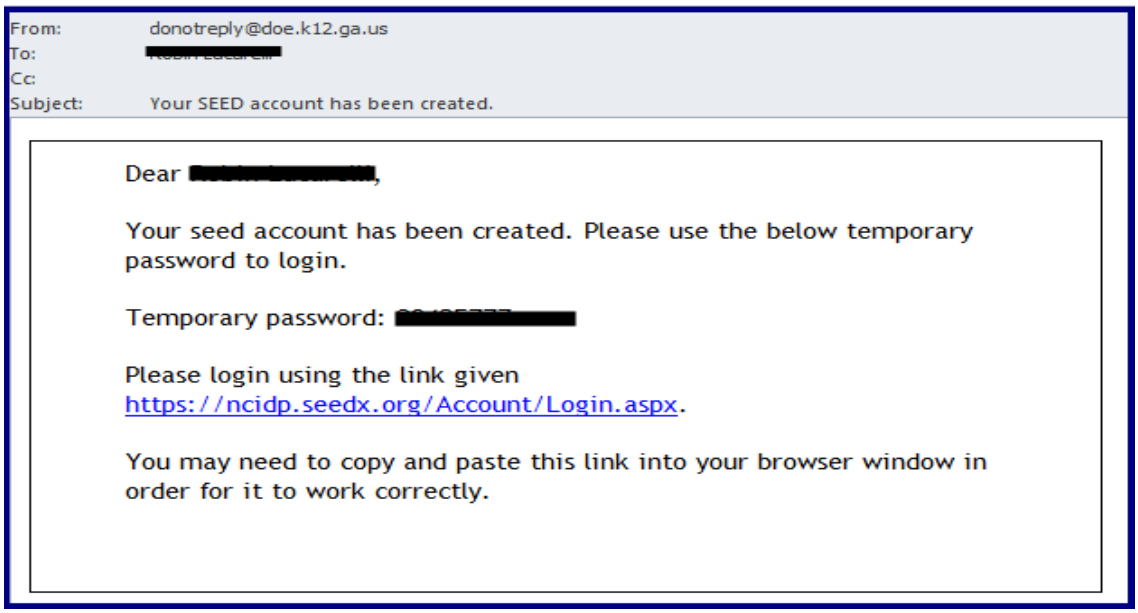
Request SEED User Account

In order to access the SEED application, a user must first request a SEED User Account from their NC SEED Administrator. For State level users and District Administrators, the SEED Administrator is the NC SEED State Administrator; for LEA level users, the SEED Administrator is the NC SEED District Administrator (assigned per LEA).

Please visit the NC DPI SEED website for SEED SEA and District Administrator contact information http://www.ncpublicschools.org/data/seed/.

Upon creation of your SEED User Account, an email notification is sent to the email address given to the SEED Administrator that created the user account. It is imperative that the email address used for your SEED user account is a valid, working email account and that you have access to it.

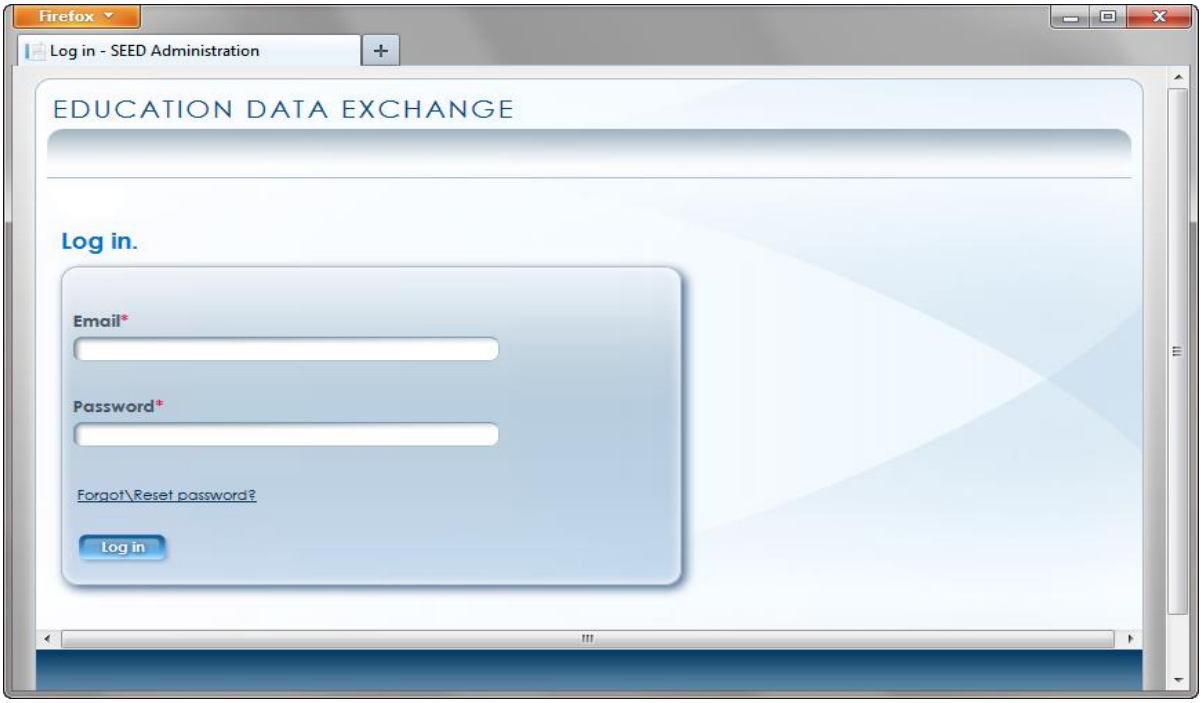
The email notification will show up in your Inbox with the subject line 'Your SEED Account has been created'. The email will come from 'donotreply@doe.k12.ga.us'. The body of the email will provide a link to the SEED application and a temporary password.


From: donotreply@doe.k12.ga.us
To: [redacted]
Cc:
Subject: Your SEED account has been created.
Dear [redacted],
Your seed account has been created. Please use the below temporary password to login.
Temporary password: [redacted]
Please login using the link given
https://ncidp.seedx.org/Account/Login.aspx.
You may need to copy and paste this link into your browser window in order for it to work correctly.

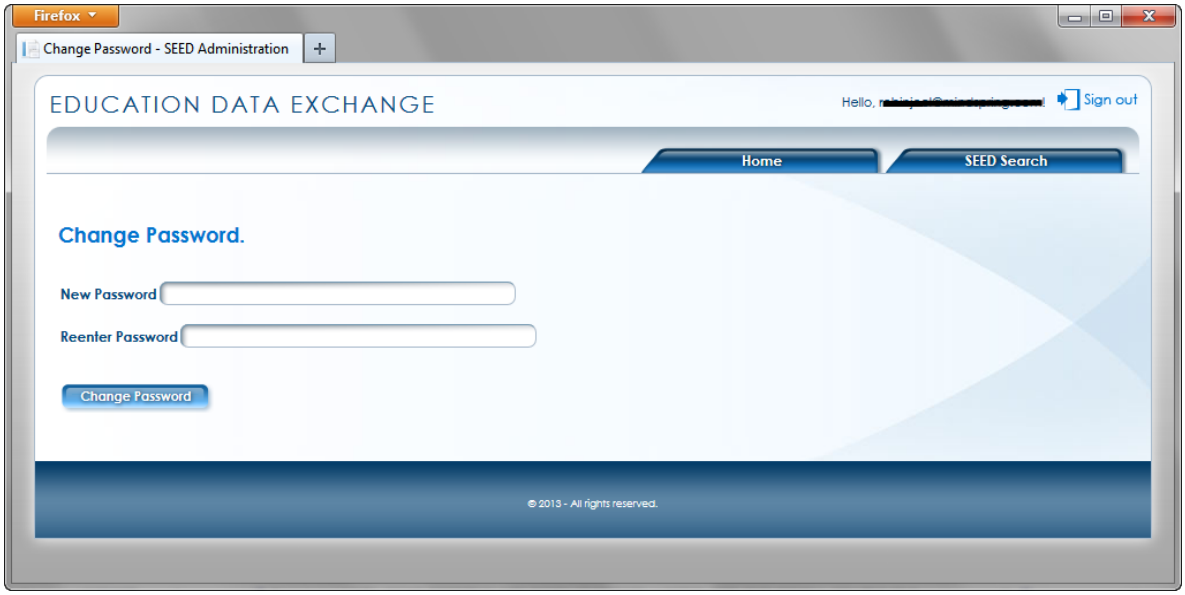
Click on the link in the body of the email to launch the SEED application or paste the link (URL: https://ncidp.seedx.org/Account/Login.aspx) into your preferred web browser (Internet Explorer, Mozilla Firefox, Google Chrome).

Accessing SEED for the First Time

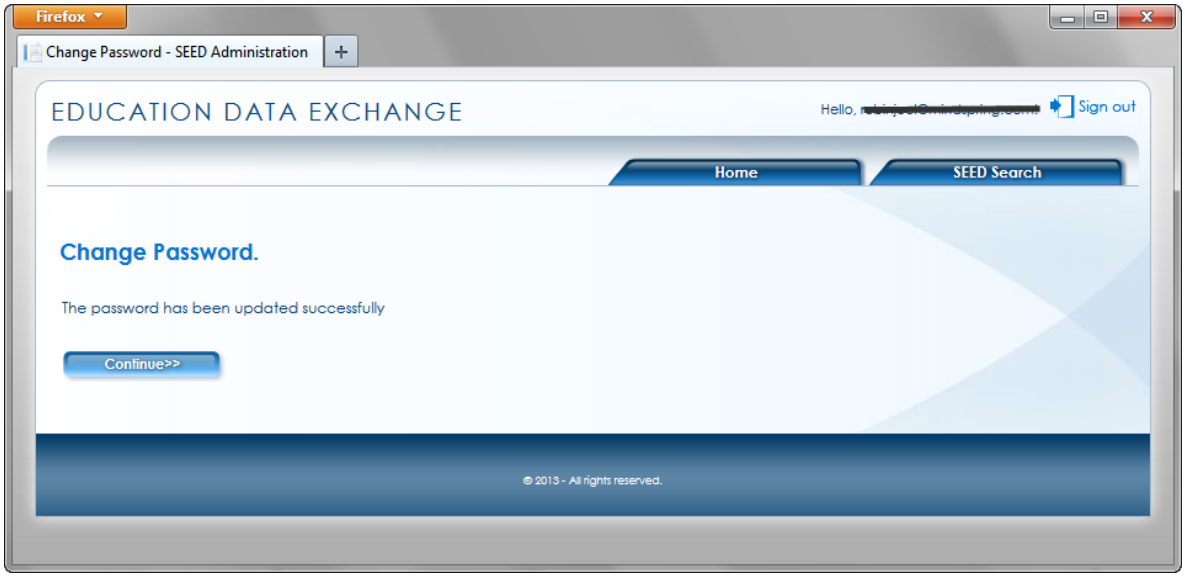
When the URL link is accessed in a web browser, the following **Log In** page is displayed:



To log into the SEED application, the user enters his/her email address and a password. If this is the first time logging into the SEED application, use the temporary password that was provided in the User Account Created email notification. Provided that the email address and temporary password was entered correctly, you will be prompted to change your password.

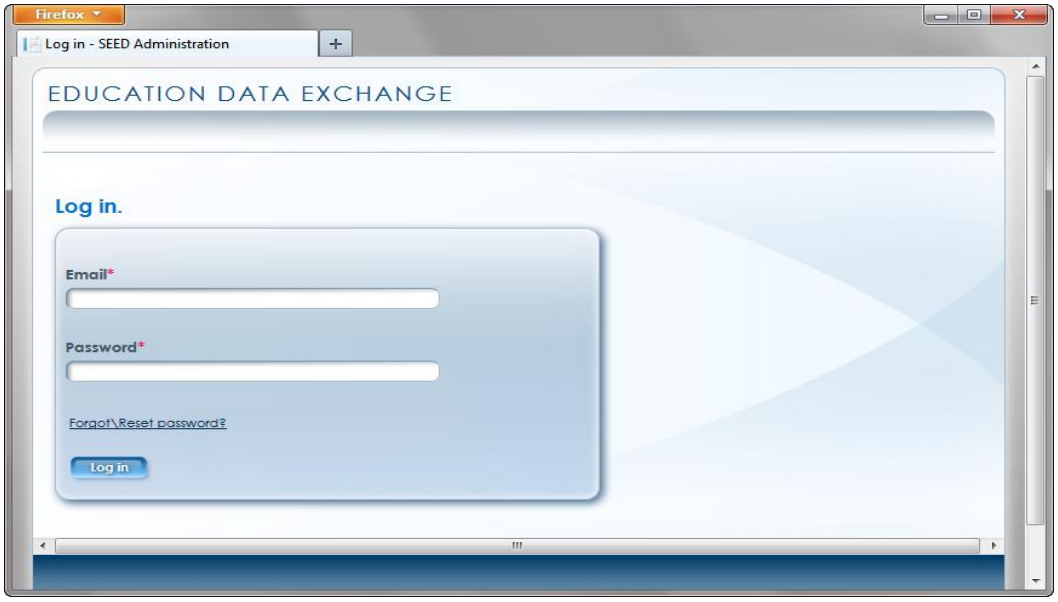


Enter the new password twice and click the **Change Password** button. (The SEED application requires a minimum of 8 characters for the password.) If the passwords match then the SEED application displays a message that the password was updated successfully.

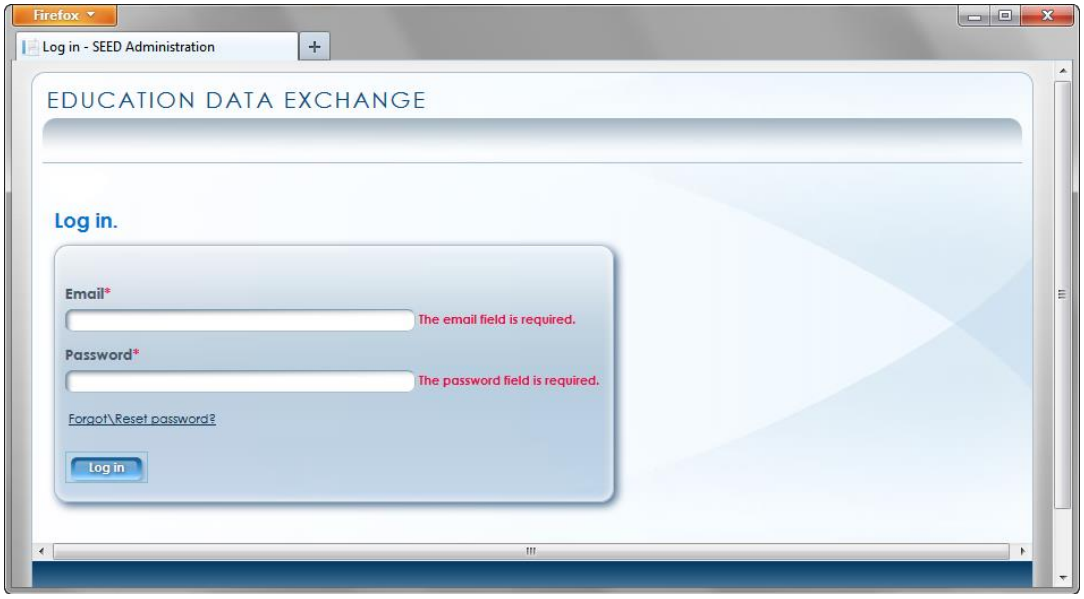


Click the **Continue** button to log into the SEED application. The SEED Log In page is displayed.

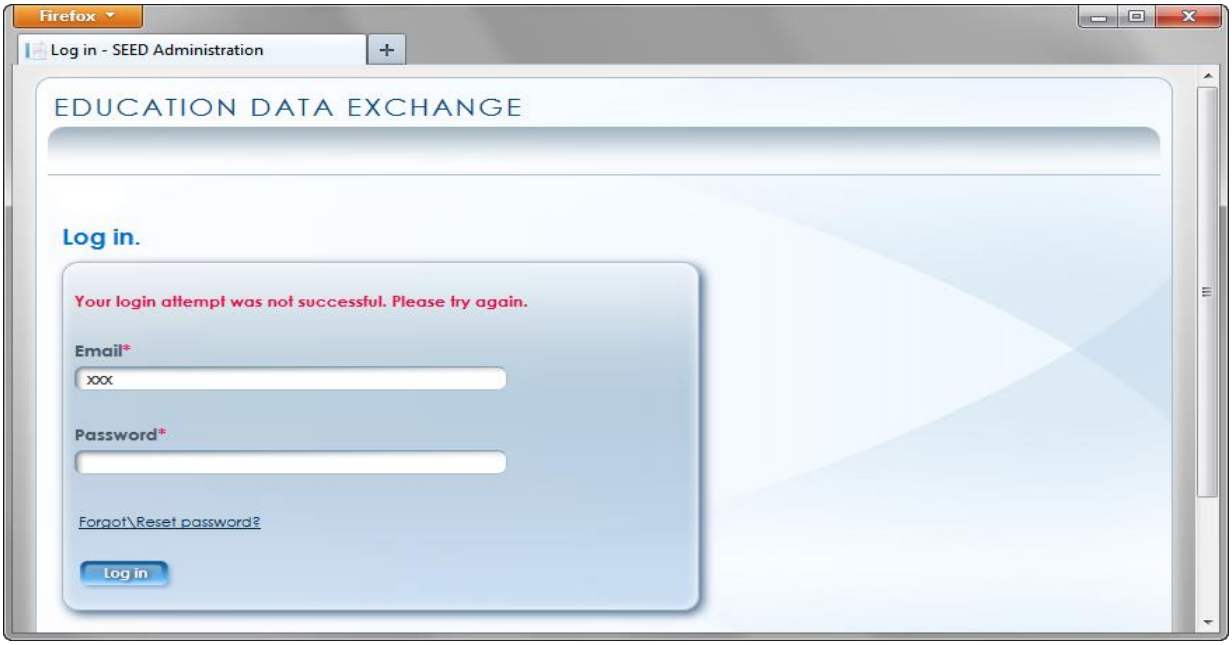
Logging into SEED



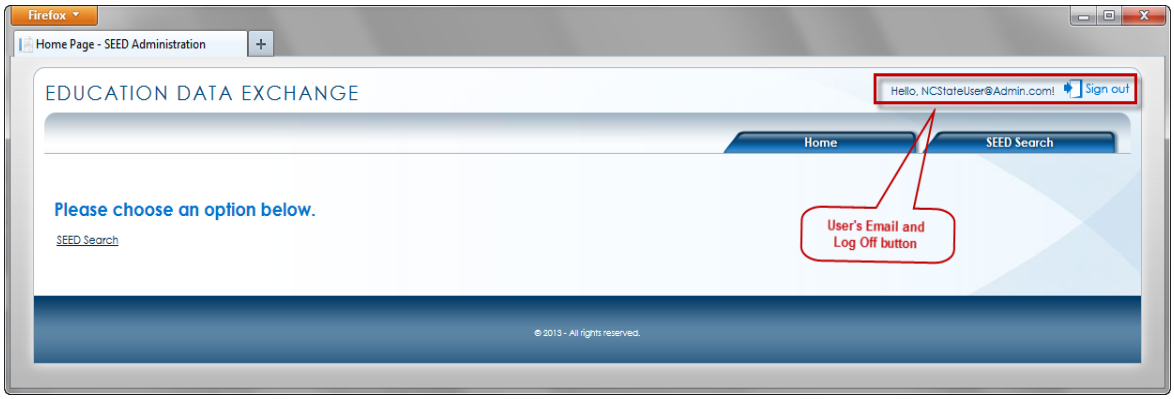
The *Email Address* and *Password* fields on the **Log In** page are mandatory. The SEED application will provide an error message if an attempt is made to log into the SEED application without entering an *Email Address* and a *Password*.



Additionally, the *Email Address* and *Password* combination must be valid. If a user login fails authentication, the SEED application provides an error message regarding invalid log in credentials.

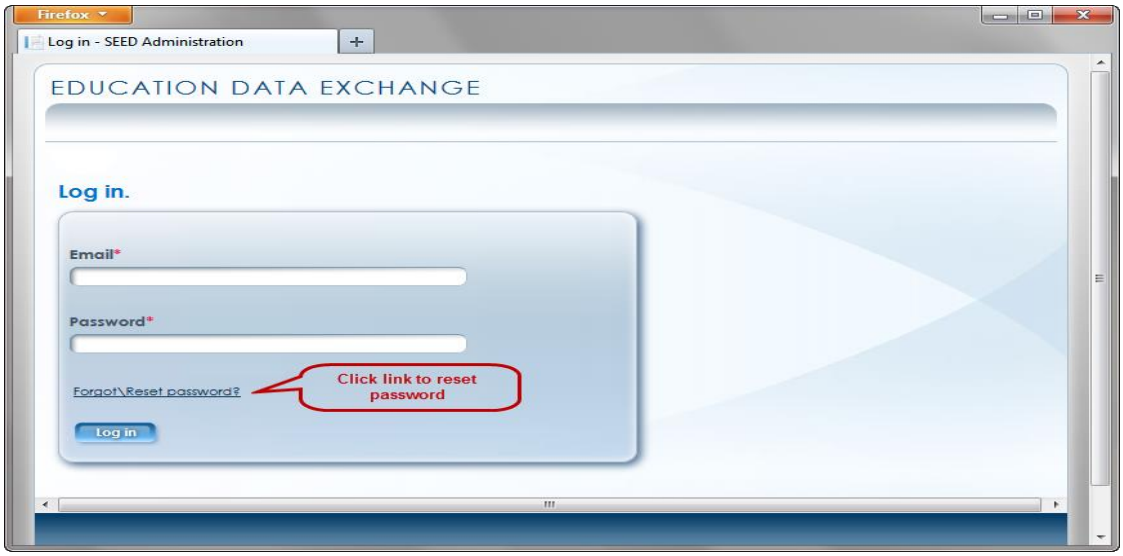


After entering valid log in credentials, the following **Home** page is displayed. Note that the user's email address is displayed in the upper right corner, next to the **Sign Out** button that allows the user to exit the SEED Application.

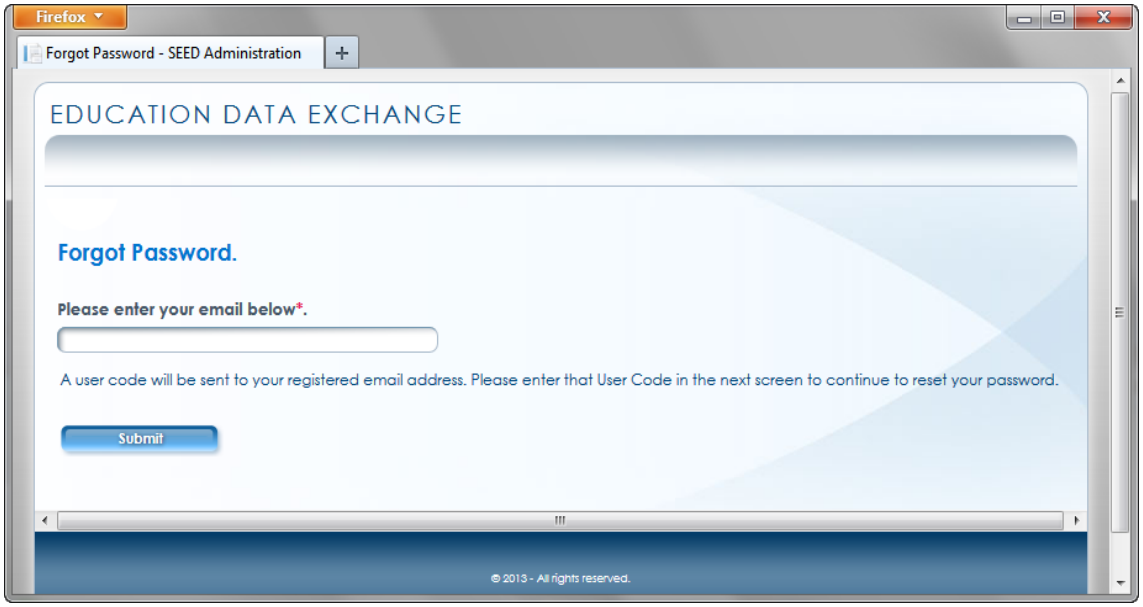


Forgot/Reset Password

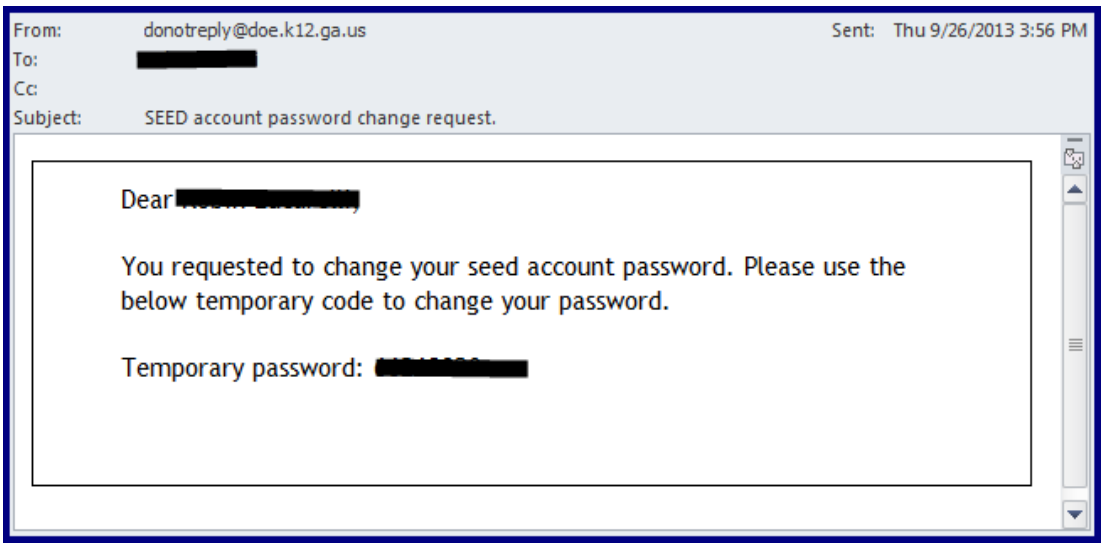
To reset a forgotten password or to change a password, click the 'Forget/Reset Password' link above the **Log in** button on the **Log in** page.



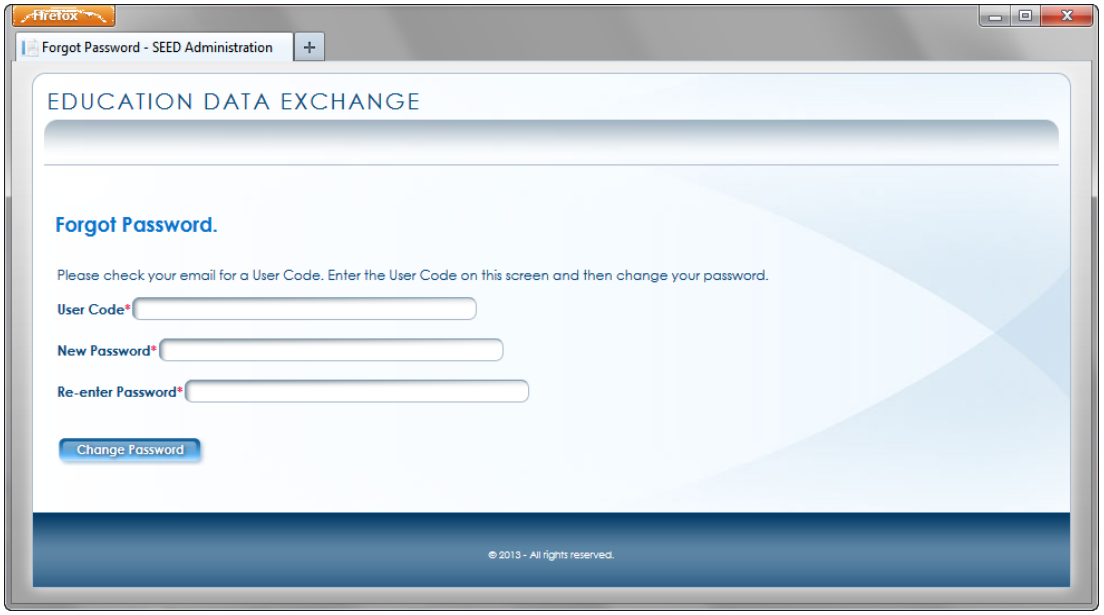
The SEED application displays the **Forgot Password** page. Enter your email address in the space provided and click the **Submit** button.


Firefox
Forgot Password - SEED Administration
EDUCATION DATA EXCHANGE
Forgot Password.
Please enter your email below*.
A user code will be sent to your registered email address. Please enter that User Code in the next screen to continue to reset your password.
Submit
© 2013 - All rights reserved.

The SEED application sends an email notification, containing a 'user code' to the specified email address. The email notification will show up in your Inbox with the subject line 'SEED account password change request'. The email will come from 'donotreply@doe.k12.ga.us'. The body of the email will provide temporary password.

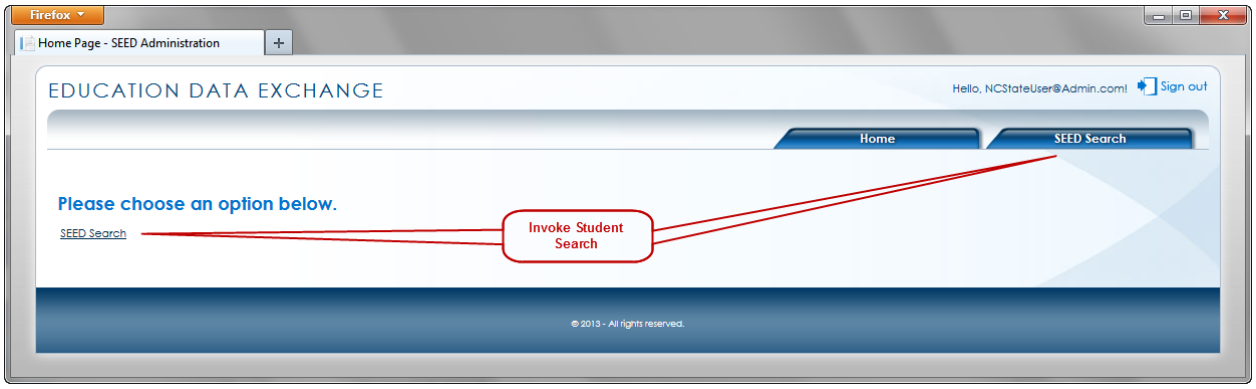

From: donotreply@doe.k12.ga.us
Sent: Thu 9/26/2013 3:56 PM
To: [redacted]
Cc:
Subject: SEED account password change request.
Dear [redacted]
You requested to change your seed account password. Please use the below temporary code to change your password.
Temporary password: [redacted]

Use the temporary password in the email as input to the *User Code* on the **Forgot Password** page. Enter the new password twice; once as *New Password* and once as *Re-enter Password*. (The SEED application requires a minimum of 8 characters for the password.) The error message 'Passwords do not match' is displayed when the two passwords do not match exactly.


Firefox
Forgot Password - SEED Administration
EDUCATION DATA EXCHANGE
Forgot Password.
Please check your email for a User Code. Enter the User Code on this screen and then change your password.
User Code*
New Password*
Re-enter Password*
Change Password
© 2013 - All rights reserved.

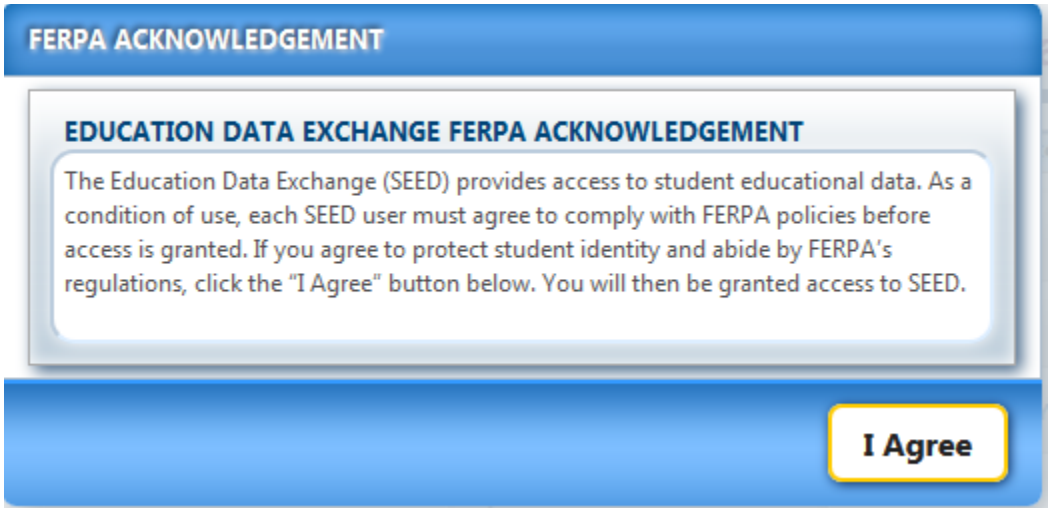
FERPA Acknowledgement

To access the Student Search feature, click either the **SEED Search** link (on the far left of the **Home** page) or the **SEED Search** tab (on the far right of the **Home** page).



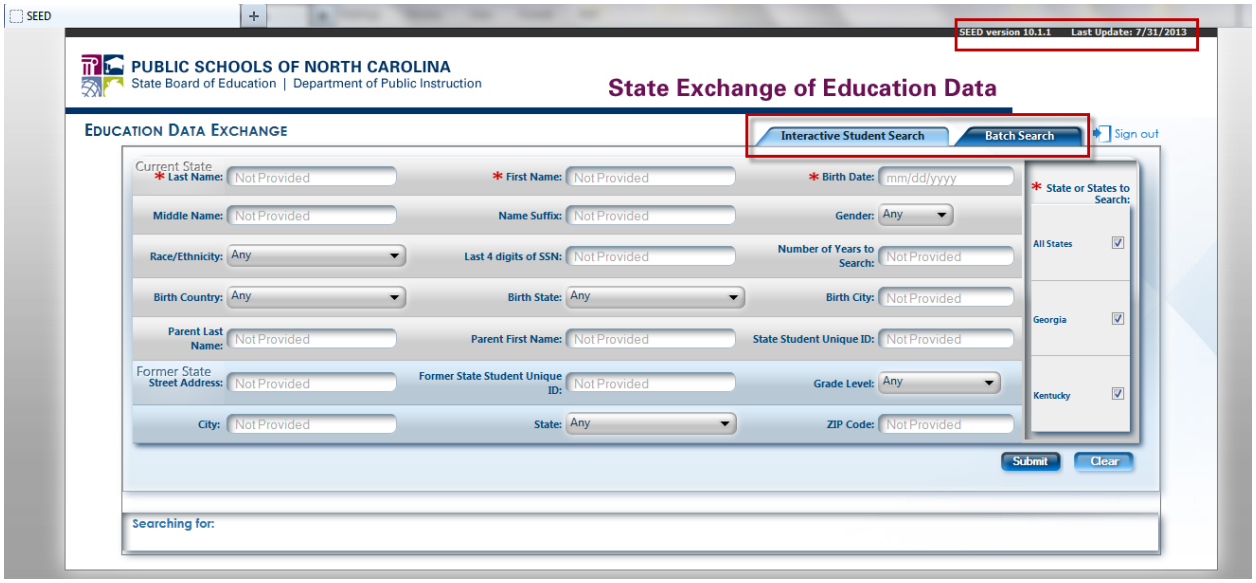
All SEED users are required to agree to the regulations defined by the Family Educational Rights and Privacy Act (FERPA) before they access any student data. As such, the SEED application has been configured for North Carolina to display the **FERPA Acknowledgement** screen prior to advancing to the **Student Search** page. To advance to the Student Search page, click the **I Agree** button.

Each time a user logs into the SEED application and requests the Student Search function, he/she will be presented with the **FERPA Acknowledgement** screen and must agree to the FERPA Regulations to proceed further. At this point, should the user choose not to agree to the FERPA Regulations, he/she must close the web browser to exit the SEED application.


FERPA ACKNOWLEDGEMENT
EDUCATION DATA EXCHANGE FERPA ACKNOWLEDGEMENT
The Education Data Exchange (SEED) provides access to student educational data. As a condition of use, each SEED user must agree to comply with FERPA policies before access is granted. If you agree to protect student identity and abide by FERPA's regulations, click the "I Agree" button below. You will then be granted access to SEED.
I Agree

For more information on FERPA, visit the U.S. Department of Education website: http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

Clicking the **I Agree** button indicates a user's willingness to comply with FERPA Regulations and allows the user access to the **Student Search** page, from which the user may invoke an interactive student search or a batch student search.

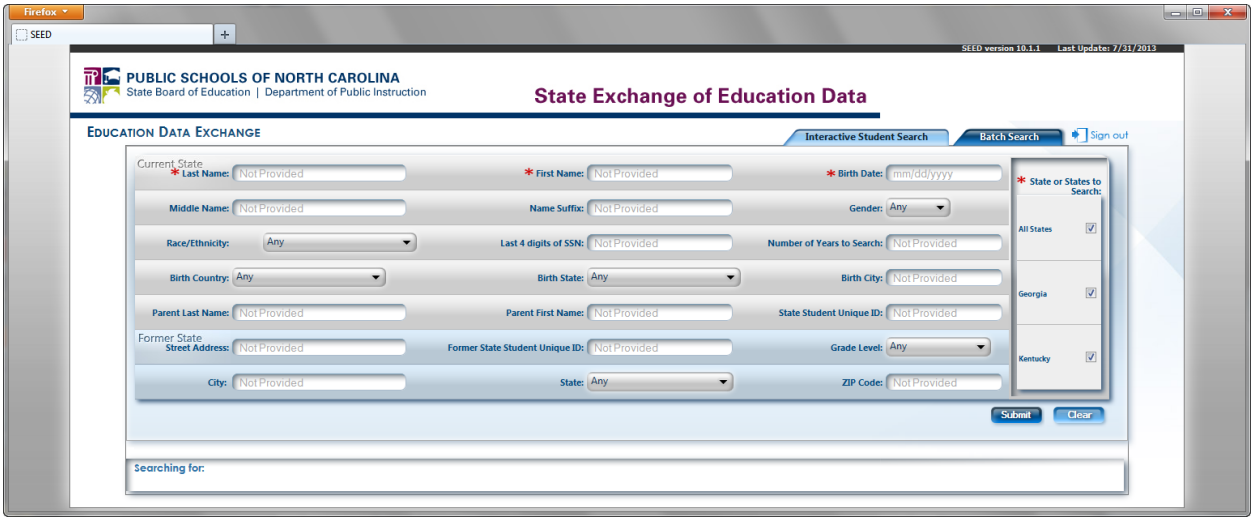


The **Student Search** page is divided into two tabs. The first, and default, tab is the **Interactive Student Search** tab. The **Interactive Student Search** is used to find a single student using the student search form as input to the search. The second tab is the **Batch Search** tab and is used to find more than one student using a batch file of student records as input to the search.

Note that the right top corner of the **Student Search** page provides the current SEED software version number and date of last software update.

Interactive Student Search

Submit Interactive Student Search



The **Interactive Student Search** is the default search on the **Student Search** page. The **Student Search** page initiates the request to locate a student. Only 3 data elements are required to search for a student: *Last Name* or *First Name*, *Birth Date*, and *State or States to Search*. Each of these data elements is denoted by a red asterisk (*).

States to Search defaults to all participating states that are listed; however, the user can select or deselect individual states from the list.

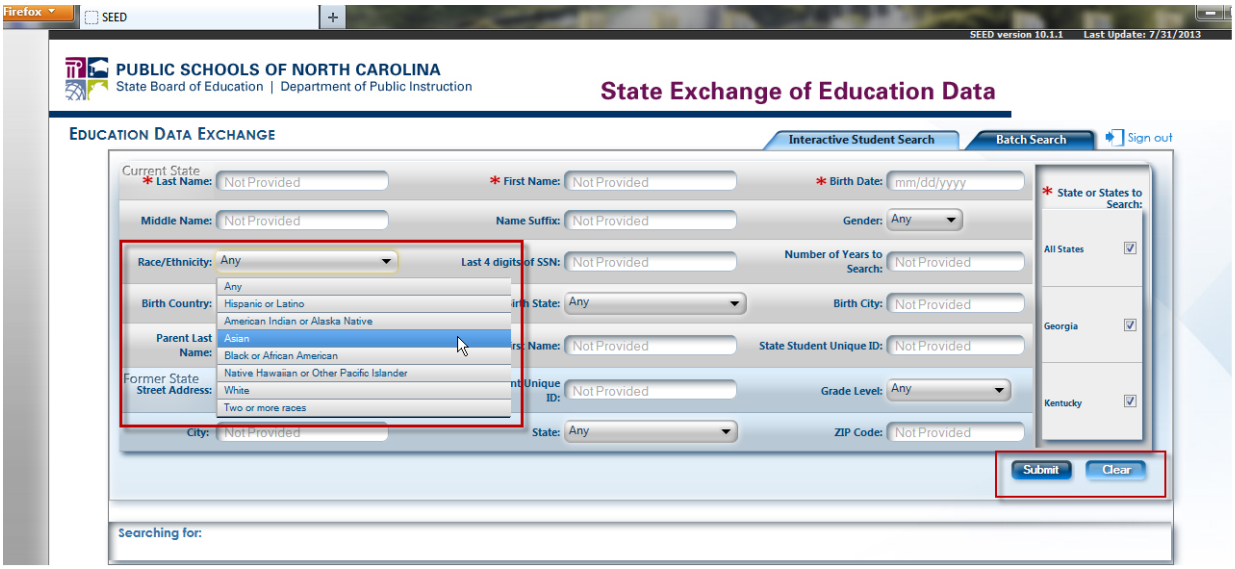
> NOTE: NC LEA Administrators and NC District Users do not have access to search NC student data. As a result, North Carolina is not listed as a participating state to search for NC LEA Administrators and NC District Users.

While only 3 data elements are required to search for a student, providing only these data elements may result in a large number of possible matches. The more data elements provided for the search, the more precise the results. To prevent phishing, the number of possible matches returned is limited.

Several search data elements have drop-downs for ease of entry and consistency of results. They are:

- Gender
- Race/Ethnicity
- Birth Country
- Birth State
- Grade Level
- Former State

Possible values for these data elements are compliant with the Common Education Data Standards (CEDS). Race/Ethnicity is a good example of a data element whose values in the drop-down are compliant with CEDS values.



Once a sufficient number of data elements are entered, click on **Submit** button to initiate the search or the **Clear** button to reset the screen for a new search.

Validation Error Messages

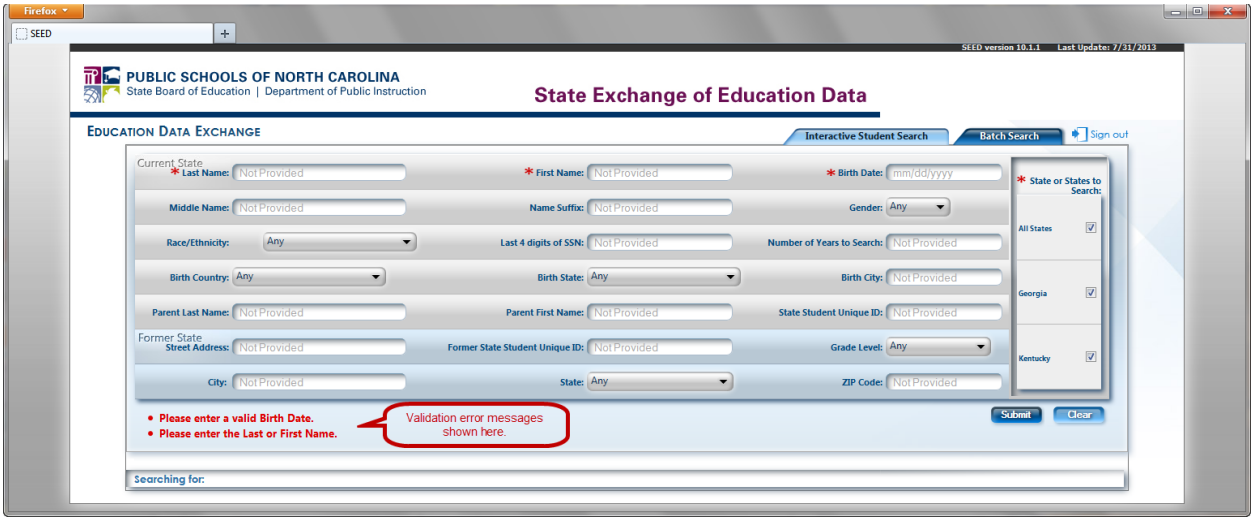
Very little validation is required on the **Student Search** screen, but the following errors are possible:

- Please enter the Last or First Name.
- Please enter a valid Birth Date.

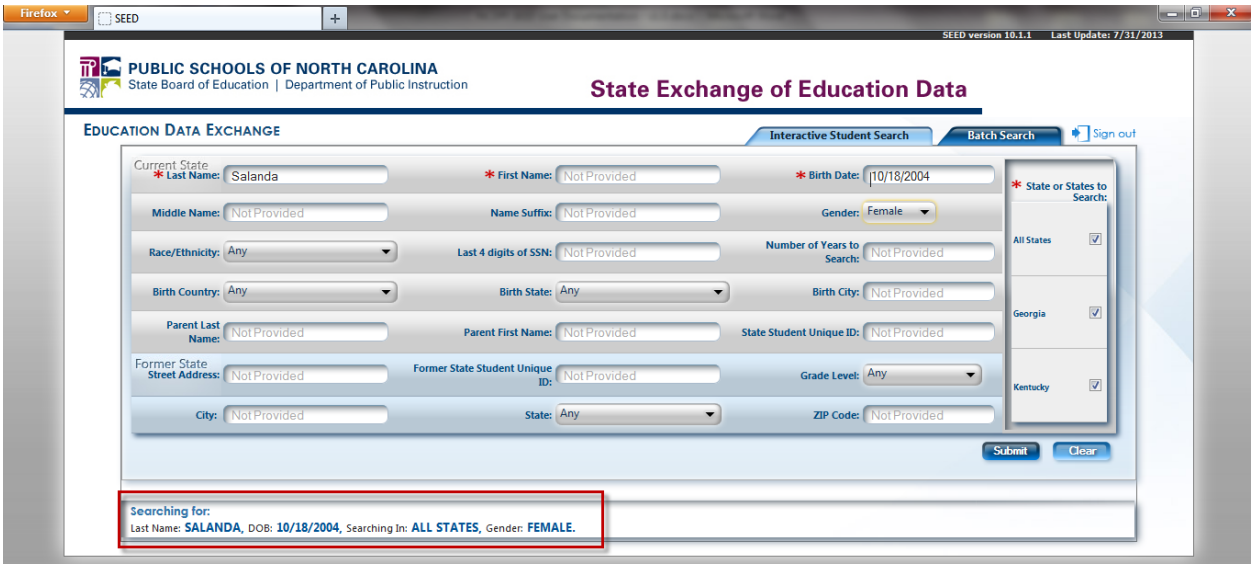
- Invalid format, please reenter as (MM/DD/YYYY).
- Please select a State or States to search.

See Appendix A: Data Element Validations for complete list of validations that are applied to each of the SEED search data elements.

If an error occurs, the error message is displayed in red as shown below:

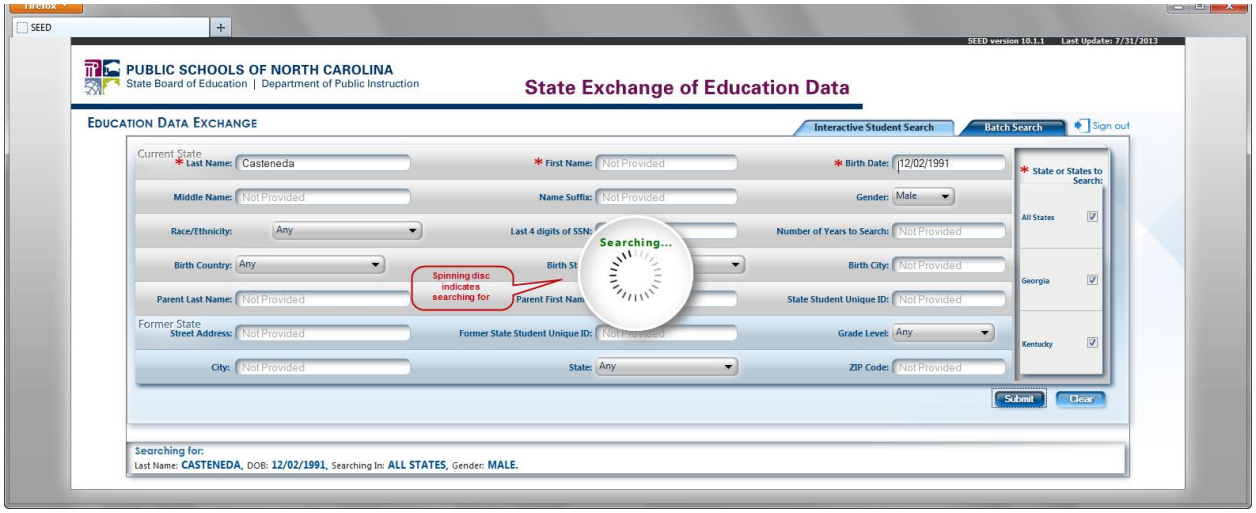

PUBLIC SCHOOLS OF NORTH CAROLINA
State Board of Education | Department of Public Instruction
State Exchange of Education Data
EDUCATION DATA EXCHANGE
Interactive Student Search
Batch Search
Sign out
Please enter a valid Birth Date.
Please enter the Last or First Name.
Validation error messages shown here.
Searching for:

The keyed data is displayed under the *Searching for:* Section near the bottom of the page as you tab to the next field or when you click the **Submit** button.

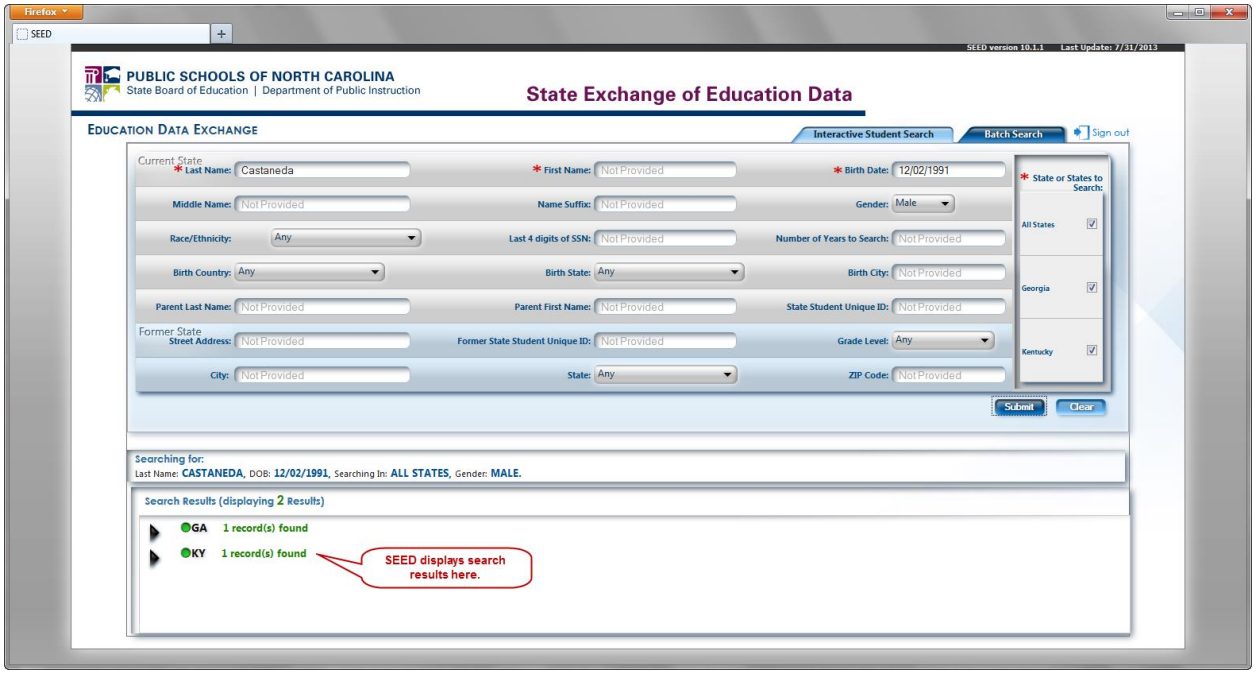

PUBLIC SCHOOLS OF NORTH CAROLINA
State Board of Education | Department of Public Instruction
State Exchange of Education Data
EDUCATION DATA EXCHANGE
Interactive Student Search
Batch Search
Sign out
Searching for:
Last Name: SALANDA, DOB: 10/18/2004, Searching In: ALL STATES, Gender: FEMALE.

Interactive Search Results

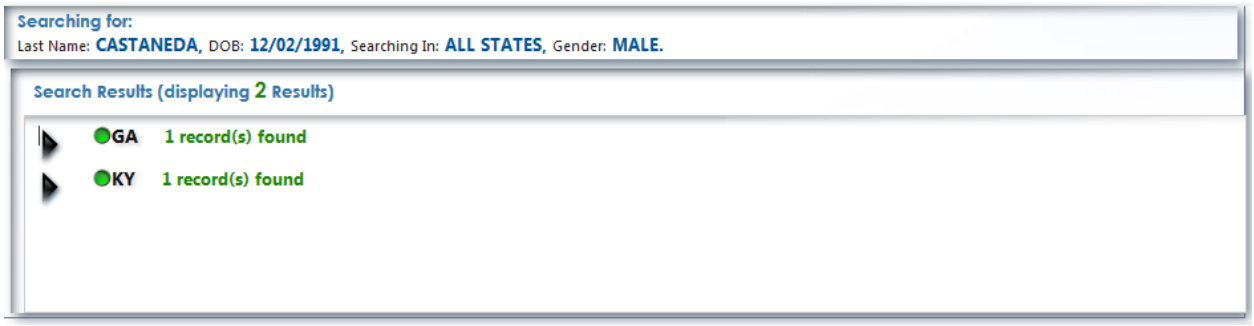
While the SEED application is searching for student records, the **'Searching'** disc is displayed.


PUBLIC SCHOOLS OF NORTH CAROLINA
State Board of Education | Department of Public Instruction
State Exchange of Education Data
EDUCATION DATA EXCHANGE
Interactive Student Search
Batch Search
Sign out
Searching...
Spinning disc indicates searching for
Searching for:
Last Name: CASTENEDA, DOB: 12/02/1991, Searching In: ALL STATES, Gender: MALE.

Once the SEED application has completed the search, the disc disappears and search results are displayed.


PUBLIC SCHOOLS OF NORTH CAROLINA
State Board of Education | Department of Public Instruction
State Exchange of Education Data
EDUCATION DATA EXCHANGE
Interactive Student Search
Batch Search
Sign out
Searching for:
Last Name: CASTANEDA, DOB: 12/02/1991, Searching In: ALL STATES, Gender: MALE.
Search Results (displaying 2 Results)
GA 1 record(s) found
KY 1 record(s) found
SEED displays search results here.

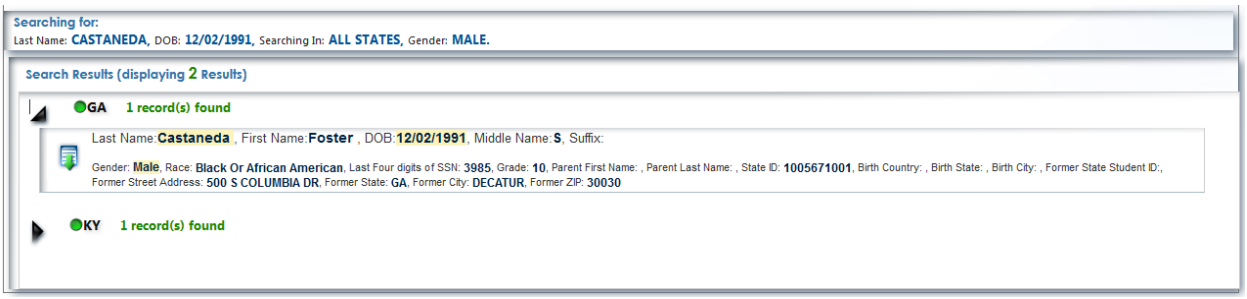
Summary results are displayed in real-time to show progress in each state that was selected as a state to search.


Searching for:
Last Name: CASTANEDA, DOB: 12/02/1991, Searching In: ALL STATES, Gender: MALE.
Search Results (displaying 2 Results)
GA 1 record(s) found
KY 1 record(s) found

Legend for Search Results by State:

Icon	Description
	Indicates at least 1 record found per the search criteria on that State's appliance.
	Indicates no matching records were found for the provided search criteria on that State's appliance
(Searching...)	Indicates the system is busy searching the state's appliance for records
	Indicates the state's appliance is unavailable and was not searched (having technical issues)

Click on the **Expand** icon to expand the search results and view possible matches provided by a state:


Searching for:
Last Name: CASTANEDA, DOB: 12/02/1991, Searching In: ALL STATES, Gender: MALE.
Search Results (displaying 2 Results)
GA 1 record(s) found
Last Name:Castaneda , First Name:Foster , DOB:12/02/1991, Middle Name:S, Suffix:
Gender: Male, Race: Black Or African American, Last Four digits of SSN: 3985, Grade: 10, Parent First Name: , Parent Last Name: , State ID: 1005671001, Birth Country: , Birth State: , Birth City: , Former State Student ID:,
Former Street Address: 500 S COLUMBIA DR, Former State: GA, Former City: DECATUR, Former ZIP: 30030
KY 1 record(s) found

If, after reviewing all the possible matches, the student is not found, consider providing additional search criteria or expanding the search to include other participating states.

Student Record Retrieval

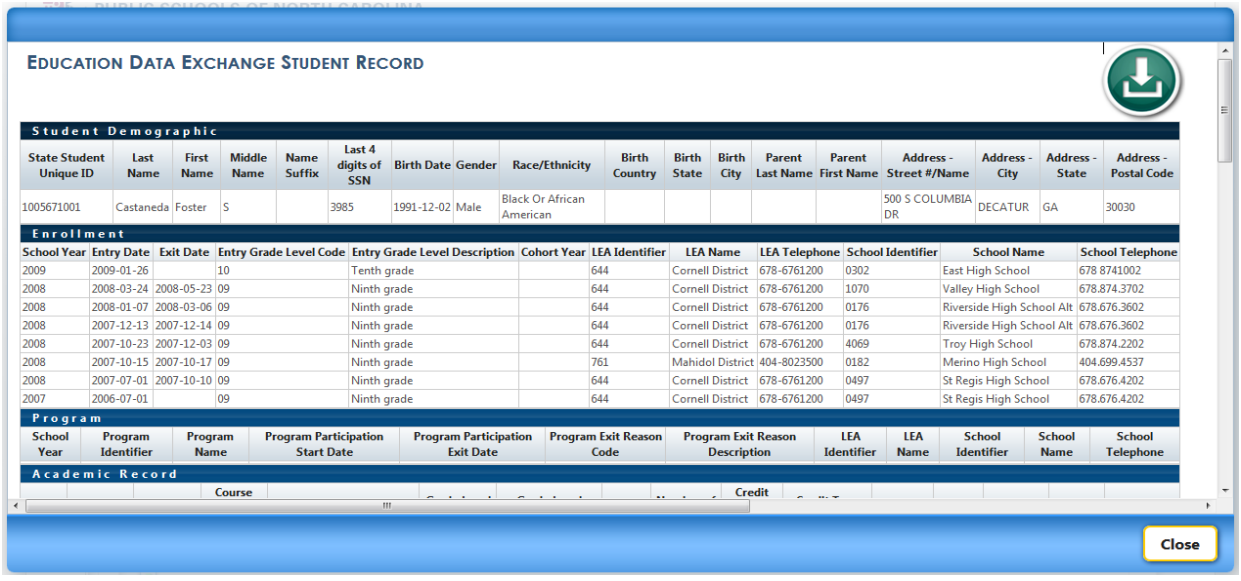
Once the student is found among the possible matches returned by the states, the user can click on the **Get Student Record** icon to view the found student's record.

Note: Keep in mind the FERPA Regulations and that only after the student match has been verified to be the exact student, should the student records be downloaded from the SEED application.

Searching for:
Last Name: CASTANEDA, DOB: 12/02/1991, Searching In: ALL STATES.
Search Results (displaying 2 Results)
GA 1 record(s) found
Last Name:Castaneda , First Name:Foster , DOB:12/02/1991, Middle Name:S, Suffix:
Gender: Male, Race: Black Or African American, Last Four digits of SSN: 3985, Grade: 10, Parent First Name: , Parent Last Name: , State ID: 1005671001, Birth Country: , Birth State: , Birth City:
Former State Student ID:, Former Street Address: 500 S COLUMBIA DR, Former State: GA, Former City: DECATUR, Former ZIP: 30030
KY 1 record(s) found
Get Student Record

A window opens with all available student data for the selected student.

Note: The student information displayed below is not actual student data and does not resolve to a real person. The student information was made up for purposes of testing the SEED application and producing a user manual.


EDUCATION DATA EXCHANGE STUDENT RECORD
Student Demographic
State Student Unique ID | Last Name | First Name | Middle Name | Name Suffix | Last 4 digits of SSN | Birth Date | Gender | Race/Ethnicity | Birth Country | Birth State | Birth City | Parent Last Name | Parent First Name | Address - Street #/Name | Address - City | Address - State | Address - Postal Code
1005671001 | Castaneda | Foster | S | | 3985 | 1991-12-02 | Male | Black Or African American | | | | | | 500 S COLUMBIA DR | DECATUR | GA | 30030
Enrollment
School Year | Entry Date | Exit Date | Entry Grade Level Code | Entry Grade Level Description | Cohort Year | LEA Identifier | LEA Name | LEA Telephone | School Identifier | School Name | School Telephone
2009 | 2009-01-26 | | 10 | Tenth grade | | 644 | Cornell District | 678-6761200 | 0302 | East High School | 678 8741002
2008 | 2008-03-24 | 2008-05-23 | 09 | Ninth grade | | 644 | Cornell District | 678-6761200 | 1070 | Valley High School | 678.874.3702
2008 | 2008-01-07 | 2008-03-06 | 09 | Ninth grade | | 644 | Cornell District | 678-6761200 | 0176 | Riverside High School Alt | 678.676.3602
2008 | 2007-12-13 | 2007-12-14 | 09 | Ninth grade | | 644 | Cornell District | 678-6761200 | 0176 | Riverside High School Alt | 678.676.3602
2008 | 2007-10-23 | 2007-12-03 | 09 | Ninth grade | | 644 | Cornell District | 678-6761200 | 4069 | Troy High School | 678.874.2202
2008 | 2007-10-15 | 2007-10-17 | 09 | Ninth grade | | 761 | Mahidol District | 404-8023500 | 0182 | Merino High School | 404.699.4537
2008 | 2007-07-01 | 2007-10-10 | 09 | Ninth grade | | 644 | Cornell District | 678-6761200 | 0497 | St Regis High School | 678.676.4202
2007 | 2006-07-01 | | 09 | Ninth grade | | 644 | Cornell District | 678-6761200 | 0497 | St Regis High School | 678.676.4202
Program
School Year | Program Identifier | Program Name | Program Participation Start Date | Program Participation Exit Date | Program Exit Reason Code | Program Exit Reason Description | LEA Identifier | LEA Name | School Identifier | School Name | School Telephone
Academic Record
Course | Credit
Close

Due to the amount of data available, scrolling up/down and right/left may be required.

The available data categories associated with a student record include:

- LEA Directory
- School Directory
- Student Identity
- Student Demographics
- Student Contact
- Parent/Guardian Identification
- Enrollment
- Discipline
- Assessment
- Assessment Performance Level
- Academic Record
- Program
- Program ID

If a State does not include a particular data category in their SEED database, then the message '**Data not available**' is displayed below the column headings for that data category.

If a User's role does not permit them to see a particular data category, then the message '**Your role is not authorized to view this data**' is displayed below the column headings for that data category.

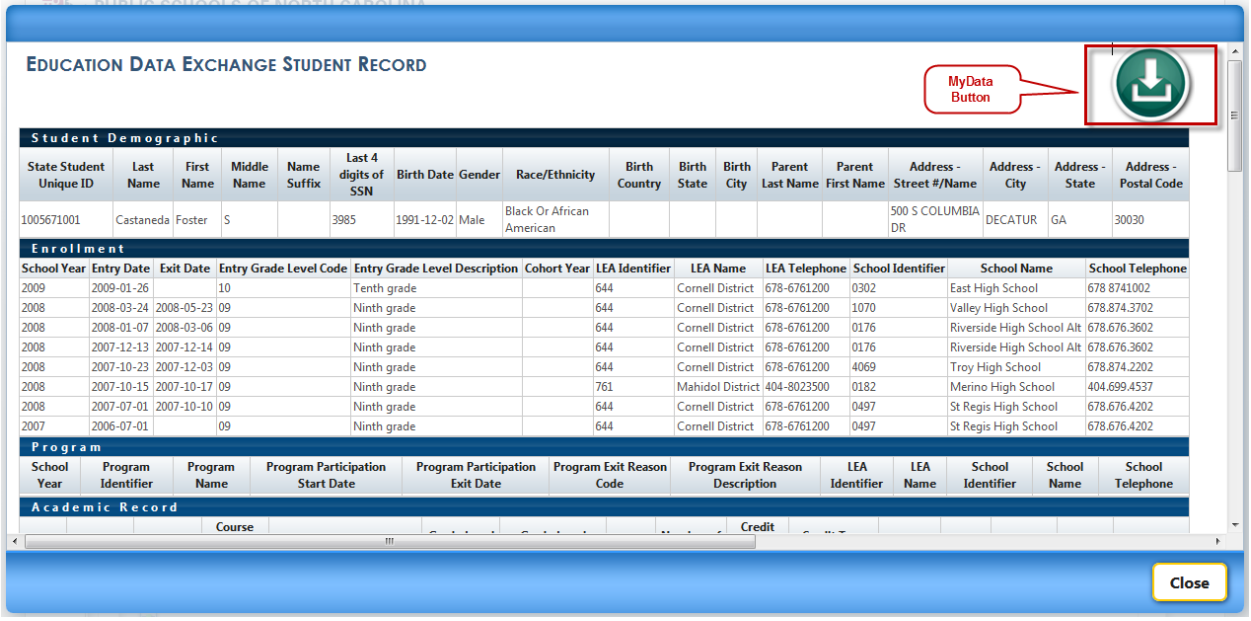
The amount of data returned will vary from state to state. All participating states have agreed to make as much data available as possible; however, until further notice, North Carolina is providing only the following information to other states:

- LEA Directory
- School Directory
- Student Identity
- Student Demographics
- Student Contact

When finished reviewing the student's record, click the **Close** button to return to the **Student Search** screen.

Export Student Record Data

On the **Student Record** page is an option to export the student's data. The **MyData** button, shown in the upper right corner of the student record, provides this capability.



Student Demographic

State Student Unique ID	Last Name	First Name	Middle Name	Name Suffix	Last 4 digits of SSN	Birth Date	Gender	Race/Ethnicity	Birth Country	Birth State	Birth City	Parent Last Name	Parent First Name	Address - Street #/Name	Address - City	Address - State	Address - Postal Code
1005671001	Castaneda	Foster	S		3985	1991-12-02	Male	Black Or African American						500 S COLUMBIA DR	DECATUR	GA	30030

Enrollment

School Year	Entry Date	Exit Date	Entry Grade Level Code	Entry Grade Level Description	Cohort Year	LEA Identifier	LEA Name	LEA Telephone	School Identifier	School Name	School Telephone
2009	2009-01-26		10	Tenth grade		644	Cornell District	678-6761200	0302	East High School	678 8741002
2008	2008-03-24	2008-05-23	09	Ninth grade		644	Cornell District	678-6761200	1070	Valley High School	678.874.3702
2008	2008-01-07	2008-03-06	09	Ninth grade		644	Cornell District	678-6761200	0176	Riverside High School Alt	678.676.3602
2008	2007-12-13	2007-12-14	09	Ninth grade		644	Cornell District	678-6761200	0176	Riverside High School Alt	678.676.3602
2008	2007-10-23	2007-12-03	09	Ninth grade		644	Cornell District	678-6761200	4069	Troy High School	678.874.2202
2008	2007-10-15	2007-10-17	09	Ninth grade		761	Mahidol District	404-8023500	0182	Merino High School	404.699.4537
2008	2007-07-01	2007-10-10	09	Ninth grade		644	Cornell District	678-6761200	0497	St Regis High School	678.676.4202
2007	2006-07-01		09	Ninth grade		644	Cornell District	678-6761200	0497	St Regis High School	678.676.4202

Program

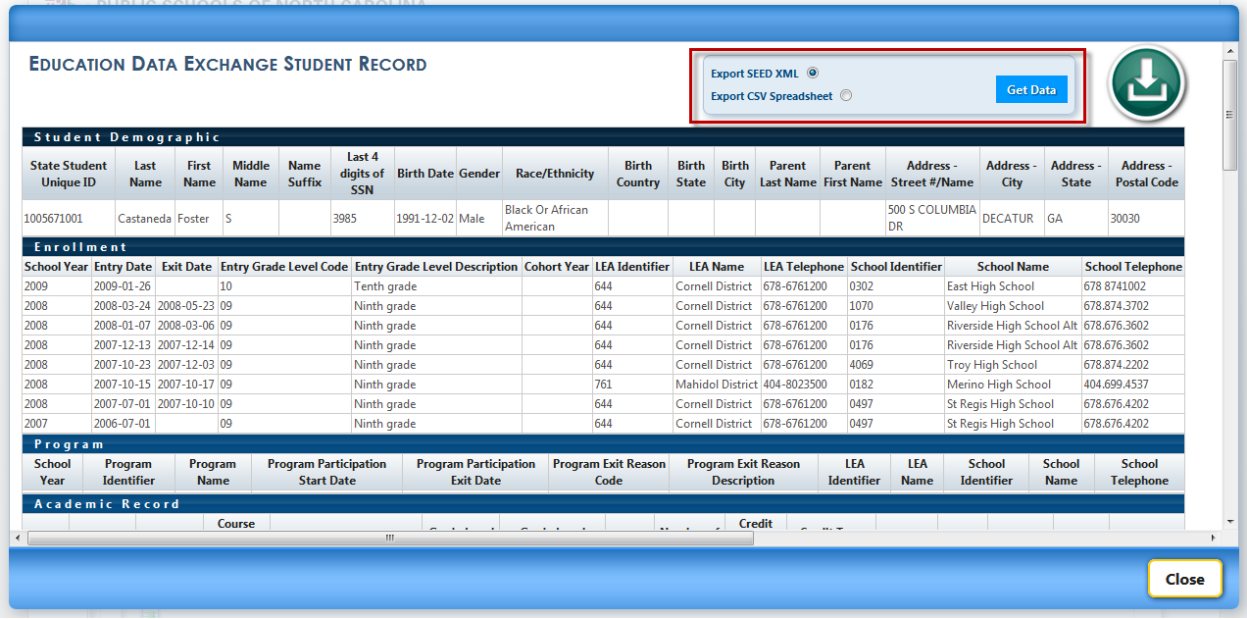
School Year	Program Identifier	Program Name	Program Participation Start Date	Program Participation Exit Date	Program Exit Reason Code	Program Exit Reason Description	LEA Identifier	LEA Name	School Identifier	School Name	School Telephone

Academic Record

Course	Credit

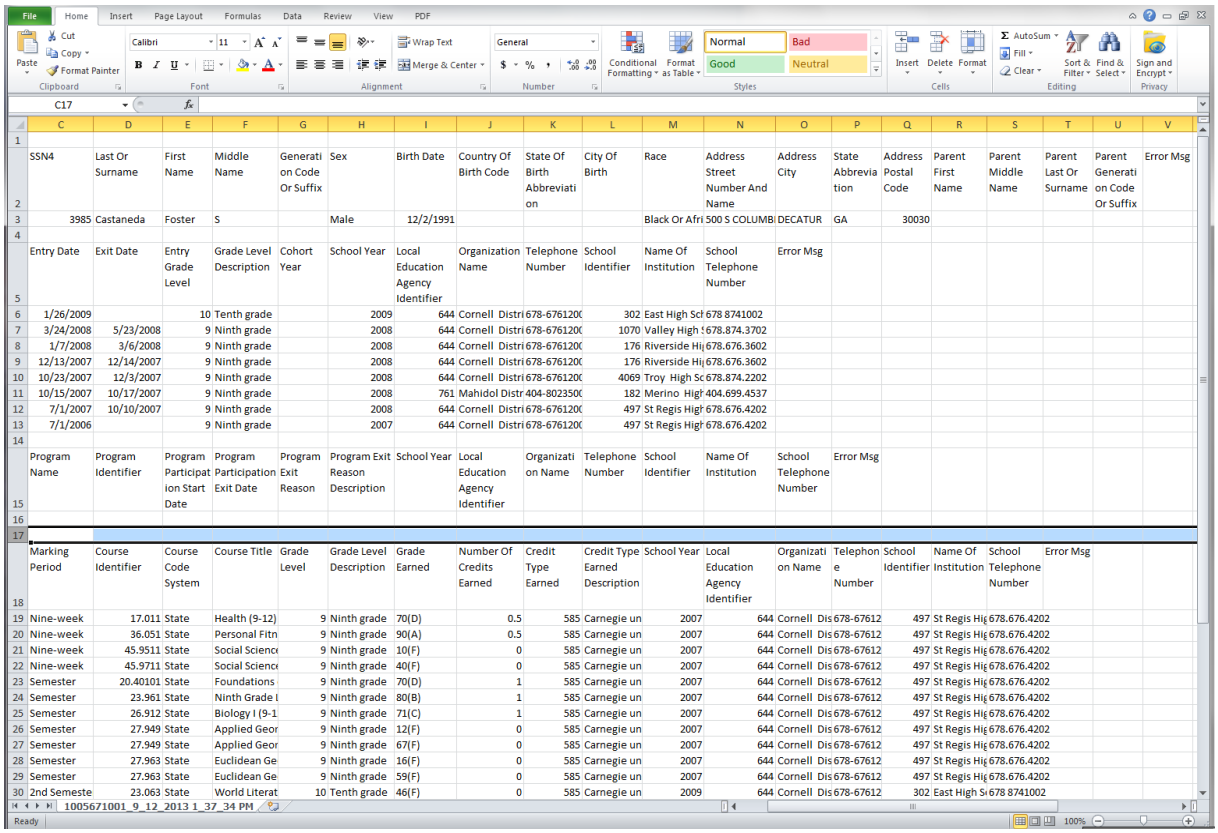
Clicking the **MyData** button presents two options for exporting the student's data:

- SEED XML
- Comma Separated Values (CSV) file


EDUCATION DATA EXCHANGE STUDENT RECORD
Export SEED XML
Export CSV Spreadsheet
Get Data
Student Demographic
State Student Unique ID | Last Name | First Name | Middle Name | Name Suffix | Last 4 digits of SSN | Birth Date | Gender | Race/Ethnicity | Birth Country | Birth State | Birth City | Parent Last Name | Parent First Name | Address - Street #/Name | Address - City | Address - State | Address - Postal Code
1005671001 | Castaneda | Foster | S | | 3985 | 1991-12-02 | Male | Black Or African American | | | | | | 500 S COLUMBIA DR | DECATUR | GA | 30030
Enrollment
School Year | Entry Date | Exit Date | Entry Grade Level Code | Entry Grade Level Description | Cohort Year | LEA Identifier | LEA Name | LEA Telephone | School Identifier | School Name | School Telephone
2009 | 2009-01-26 | | 10 | Tenth grade | | 644 | Cornell District | 678-6761200 | 0302 | East High School | 678 8741002
2008 | 2008-03-24 | 2008-05-23 | 09 | Ninth grade | | 644 | Cornell District | 678-6761200 | 1070 | Valley High School | 678.874.3702
2008 | 2008-01-07 | 2008-03-06 | 09 | Ninth grade | | 644 | Cornell District | 678-6761200 | 0176 | Riverside High School Alt | 678.676.3602
2008 | 2007-12-13 | 2007-12-14 | 09 | Ninth grade | | 644 | Cornell District | 678-6761200 | 0176 | Riverside High School Alt | 678.676.3602
2008 | 2007-10-23 | 2007-12-03 | 09 | Ninth grade | | 644 | Cornell District | 678-6761200 | 4069 | Troy High School | 678.874.2202
2008 | 2007-10-15 | 2007-10-17 | 09 | Ninth grade | | 761 | Mahidol District | 404-8023500 | 0182 | Merino High School | 404.699.4537
2008 | 2007-07-01 | 2007-10-10 | 09 | Ninth grade | | 644 | Cornell District | 678-6761200 | 0497 | St Regis High School | 678.676.4202
2007 | 2006-07-01 | | 09 | Ninth grade | | 644 | Cornell District | 678-6761200 | 0497 | St Regis High School | 678.676.4202
Program
School Year | Program Identifier | Program Name | Program Participation Start Date | Program Participation Exit Date | Program Exit Reason Code | Program Exit Reason Description | LEA Identifier | LEA Name | School Identifier | School Name | School Telephone
Academic Record
Course | Credit
Close

Select the desired format (XML or CSV) to download and click the **Get Data** button to extract the record. Depending on your web browser settings, the operating system will either prompt you to **Open** or **Save** the file or the operating system will automatically save the file in the location designated for files downloaded from the Internet.

Example of a downloaded CSV file:



SSN4	Last Or Surname	First Name	Middle Name	Generation Code Or Suffix	Sex	Birth Date	Country Of Birth Code	State Of Birth Abbreviation	City Of Birth	Race	Address Street Number And Name	Address City	State Abbreviation	Address Postal Code	Parent First Name	Parent Middle Name	Parent Last Or Surname	Parent Generation Code Or Suffix	Error Msg
3985	Castaneda	Foster	S		Male	12/2/1991				Black Or Afri	500 S COLUMB	DECATUR	GA	30030					

Entry Date	Exit Date	Entry Grade Level	Grade Level Description	Cohort Year	School Year	Local Education Agency Identifier	Organization Name	Telephone Number	School Identifier	Name Of Institution	School Telephone Number	Error Msg
1/26/2009		10	Tenth grade		2009	644	Cornell Distri	678-676120(	302	East High Scl	678 8741002	
3/24/2008	5/23/2008	9	Ninth grade		2008	644	Cornell Distri	678-676120(	1070	Valley High !	678.874.3702	
1/7/2008	3/6/2008	9	Ninth grade		2008	644	Cornell Distri	678-676120(	176	Riverside Hi	678.676.3602	
12/13/2007	12/14/2007	9	Ninth grade		2008	644	Cornell Distri	678-676120(	176	Riverside Hi	678.676.3602	
10/23/2007	12/3/2007	9	Ninth grade		2008	644	Cornell Distri	678-676120(	4069	Troy High Sc	678.874.2202	
10/15/2007	10/17/2007	9	Ninth grade		2008	761	Mahidol Distr	404-802350(	182	Merino High	404.699.4537	
7/1/2007	10/10/2007	9	Ninth grade		2008	644	Cornell Distri	678-676120(	497	St Regis High	678.676.4202	
7/1/2006		9	Ninth grade		2007	644	Cornell Distri	678-676120(	497	St Regis High	678.676.4202	

Program Name	Program Identifier	Program Participation Start Date	Program Participation Exit Date	Program Exit Reason	Program Exit Reason Description	School Year	Local Education Agency Identifier	Organization Name	Telephone Number	School Identifier	Name Of Institution	School Telephone Number	Error Msg

Marking Period	Course Identifier	Course Code System	Course Title	Grade Level	Grade Level Description	Grade Earned	Number Of Credits Earned	Credit Type Earned	Credit Type Earned Description	School Year	Local Education Agency Identifier	Organization Name	Telephone Number	School Identifier	Name Of Institution	School Telephone Number	Error Msg
Nine-week	17.011	State	Health (9-12)	9	Ninth grade	70(D)	0.5	585	Carnegie un	2007	644	Cornell Dis	678-67612	497	St Regis Hi(	678.676.4202	
Nine-week	36.051	State	Personal Fitn	9	Ninth grade	90(A)	0.5	585	Carnegie un	2007	644	Cornell Dis	678-67612	497	St Regis Hi(	678.676.4202	
Nine-week	45.9511	State	Social Scienc	9	Ninth grade	10(F)	0	585	Carnegie un	2007	644	Cornell Dis	678-67612	497	St Regis Hi(	678.676.4202	
Nine-week	45.9711	State	Social Scienc	9	Ninth grade	40(F)	0	585	Carnegie un	2007	644	Cornell Dis	678-67612	497	St Regis Hi(	678.676.4202	
Semester	20.40101	State	Foundations	9	Ninth grade	70(D)	1	585	Carnegie un	2007	644	Cornell Dis	678-67612	497	St Regis Hi(	678.676.4202	
Semester	23.961	State	Ninth Grade I	9	Ninth grade	80(B)	1	585	Carnegie un	2007	644	Cornell Dis	678-67612	497	St Regis Hi(	678.676.4202	
Semester	26.912	State	Biology I (9-1	9	Ninth grade	71(C)	1	585	Carnegie un	2007	644	Cornell Dis	678-67612	497	St Regis Hi(	678.676.4202	
Semester	27.949	State	Applied Geor	9	Ninth grade	12(F)	0	585	Carnegie un	2007	644	Cornell Dis	678-67612	497	St Regis Hi(	678.676.4202	
Semester	27.949	State	Applied Geor	9	Ninth grade	67(F)	0	585	Carnegie un	2007	644	Cornell Dis	678-67612	497	St Regis Hi(	678.676.4202	
Semester	27.963	State	Euclidean Ge	9	Ninth grade	16(F)	0	585	Carnegie un	2007	644	Cornell Dis	678-67612	497	St Regis Hi(	678.676.4202	
Semester	27.963	State	Euclidean Ge	9	Ninth grade	59(F)	0	585	Carnegie un	2007	644	Cornell Dis	678-67612	497	St Regis Hi(	678.676.4202	
2nd Semeste	23.063	State	World Literat	10	Tenth grade	46(F)	0	585	Carnegie un	2009	644	Cornell Dis	678-67612	302	East High Sc	678 8741002	

Example of a downloaded XML file:


```
- <SEED_CEDS_V2.0>
  - <K12Student>
    - <Identity>
        <StudentIdentifier>1005671001</StudentIdentifier>
        <IdentificationSystemForStudent>State</IdentificationSystemForStudent>
        <SSN4>3985</SSN4>
        <LastOrSurname>Castaneda </LastOrSurname>
        <FirstName>Foster </FirstName>
        <MiddleName>S</MiddleName>
        <GenerationCodeOrSuffix/>
      </Identity>
    - <Demographic>
        <Sex>Male</Sex>
        <Birthdate>1991-12-02</Birthdate>
        <CountryOfBirthCode/>
        <StateOfBirthAbbreviation/>
        <CityOfBirth/>
        <AmericanIndianOrAlaskaNative>No</AmericanIndianOrAlaskaNative>
        <Asian>No</Asian>
        <BlackOrAfricanAmerican>Yes</BlackOrAfricanAmerican>
        <NativeHawaiianOtherPacIslander>No</NativeHawaiianOtherPacIslander>
        <White>No</White>
        <HispanicOrLatinoEthnicity>No</HispanicOrLatinoEthnicity>
      </Demographic>
    - <Contact>
        <AddressStreetNumberAndName>500 S COLUMBIA DR</AddressStreetNumberAndName>
        <AddressCity>DECATUR</AddressCity>
        <StateAbbreviation>GA</StateAbbreviation>
        <AddressPostalCode>30030</AddressPostalCode>
      </Contact>
    - <Enrollment>
      - <Enrollment_Values>
          <SEEDLEAIdentifier>4B9794C2-DBE3-433E-BD3B-222BBEF74820</SEEDLEAIdentifier>
          <SEEDSchoolIdentifier>868E33ED-A19D-40B7-B7BC-31EE61992E41</SEEDSchoolIdentifier>
          <EntryDate>2009-01-26</EntryDate>
          <ExitDate/>
          <EntryGradeLevel>10</EntryGradeLevel>
          <GradeLevelDescription>Tenth grade</GradeLevelDescription>
          <CohortYear/>
        </Enrollment_Values>
      - <Enrollment_Values>
          <SEEDLEAIdentifier>DCE56848-159C-43F6-8BA3-ECEB9584C1DF</SEEDLEAIdentifier>
          <SEEDSchoolIdentifier>7E16C739-FB07-4961-B965-B48DA9E1DB7F</SEEDSchoolIdentifier>
          <EntryDate>2008-03-24</EntryDate>
          <ExitDate>2008-05-23</ExitDate>
          <EntryGradeLevel>09</EntryGradeLevel>
          <GradeLevelDescription>Ninth grade</GradeLevelDescription>
          <CohortYear/>
        </Enrollment_Values>
```

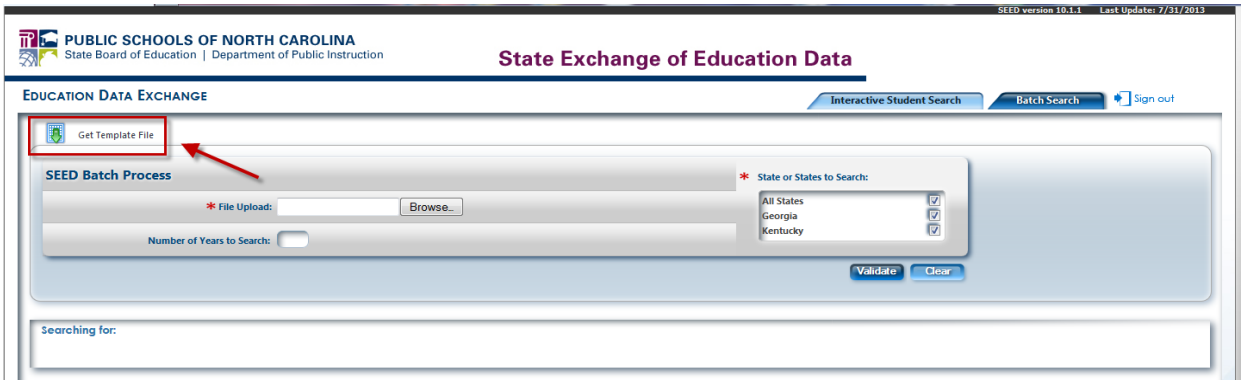
Batch Student Search

The **Batch Search** is an alternative to the **Interactive Student Search** function on the **Student Search** page. Where the **Interactive Student Search** searches for one student at a time, the **Batch Search** allows the user to search for more than one student at a time by submitting a .CSV file that contains search criteria on the students for which the search is being conducted.

The Batch workflow first validates the submitted data for any errors. Users have the option of export the errors for correction or continue to submit the batch for searching matches. Matched results are returned as a CSV file and can be downloaded and reviewed.

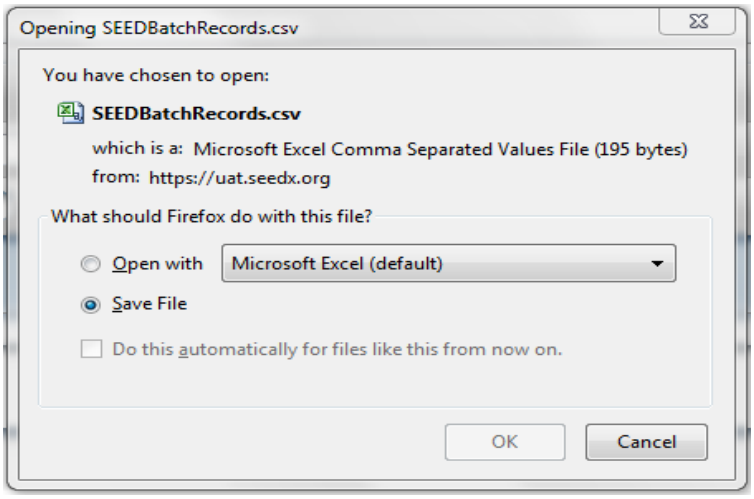
Download Batch Student Search Template

To begin the batch search, click on the **Get Template File** icon to download the batch search template from the **Batch Search** page.

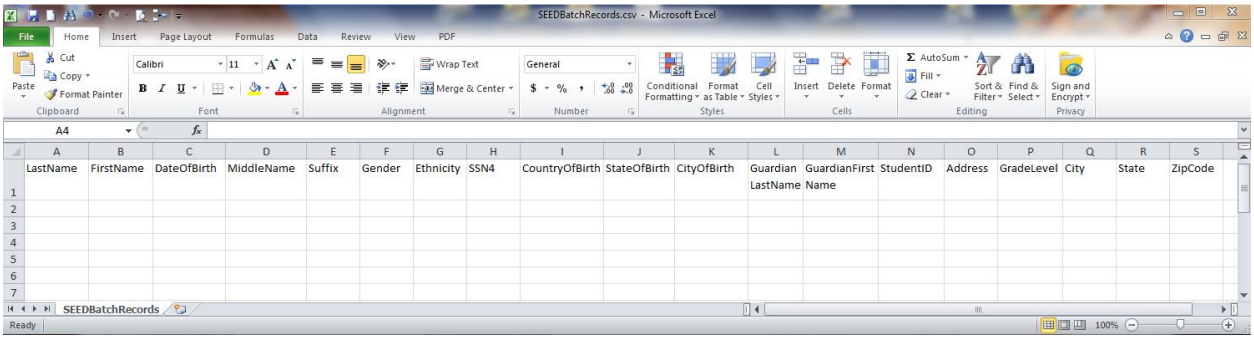


Depending on your web browser settings, the operating system with either prompt you to **Open** or **Save** the file or the operating system will automatically save the file in the location designated for files downloaded from the Internet.

View the Batch Search Template: SEED Batch File Template.xlsx
View the Batch Search Template Information: SEED Batch File Information.xlsx



Open the **SEEDBatchRecords.csv** template in MS Excel to view the data elements (columns) that are used for the batch search.



Except for *Former State Student Unique ID, Number of Years to Search* and *State or States to Search*, all of the data elements on the **Interactive Student Search** page are included in the **SEEDBatchRecords.csv** template. (*Number of Years to Search* and *State or States to Search* fields are specified on the **Batch Search** page at the time the batch file is submitted to SEED.)

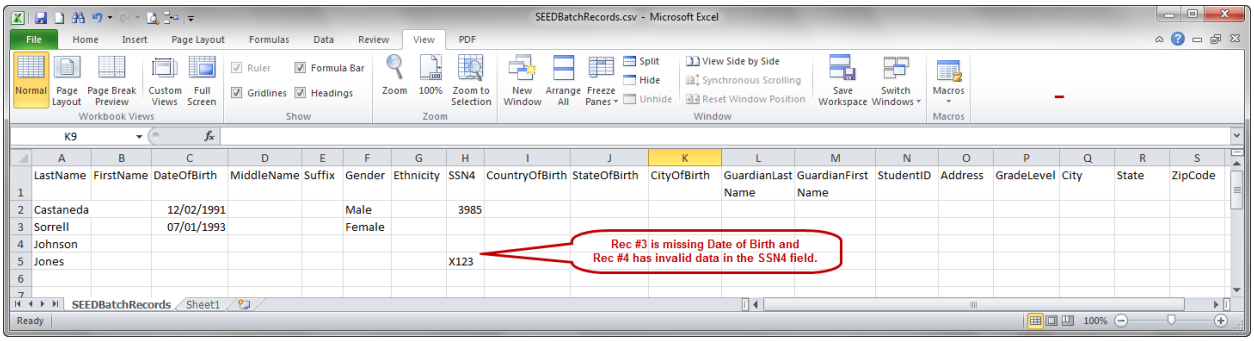
Prepare Batch Student Search File

Prepare the SEEDBatchRecords.csv file by entering the student search criteria into the spreadsheet. The Batch Search allows SEED Users to submit a batch of multiple students (up to 1,000). The first record in the batch file must be the original Header Record. The Header Record is the record (or row) that contains the column names. (See the Download Batch Student Search Template section for instructions on downloading the Batch Search Template.) Except for the *Grade Level* field, the same validation rules apply to the batch search data elements that apply to the interactive search data elements. (See Appendix A: Data Element Validations for complete list of validations that are applied to each of the SEED search data elements.)

For submitting *Grade Level* in the Student Batch file, the valid values are:

Dropdown Value	Batch File Value
Infant/toddler	IT
Preschool	PR
Prekindergarten	PK
Transitional Kindergarten	TK
Kindergarten	KG
First Grade	01 or 1
Second Grade	02 or 2
Third Grade	03 or 3
Fourth Grade	04 or 4
Fifth Grade	05 or 5
Sixth Grade	06 or 6
Seventh Grade	07 or 7
Eighth Grade	08 or 8
Ninth Grade	09 or 9
Tenth Grade	10
Eleventh Grade	11
Twelfth Grade	12
Grade 13	13
Postsecondary	PS
Adult education	AE
Ungraded	UG
Other	Other

Note: Upon opening the .CVS file in MS Excel, MS Excel may reformat the *Date of Birth* column to a format that is unacceptable to the batch search. If this occurs, use the MS Excel '**Format Cells**' function to format the date as MM/DD/YYYY.

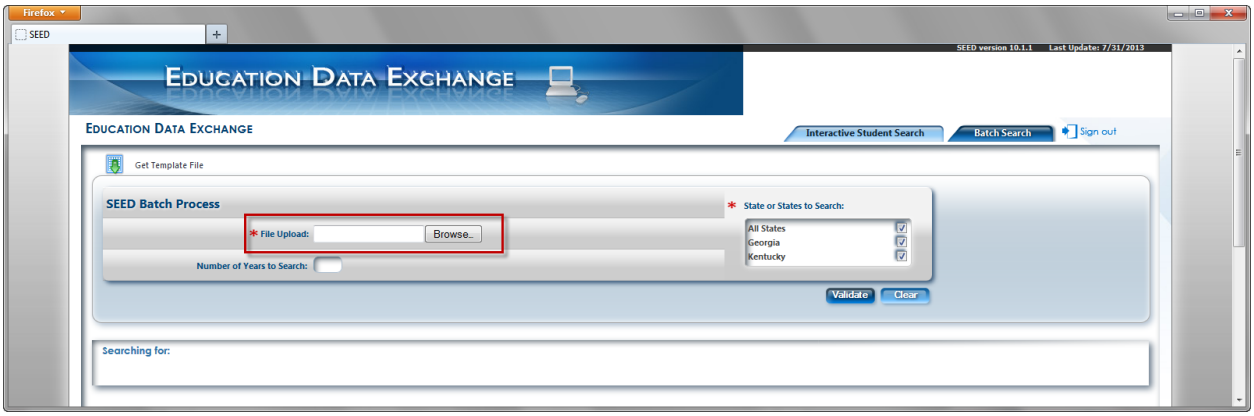


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	LastName	FirstName	DateOfBirth	MiddleName	Suffix	Gender	Ethnicity	SSN4	CountryOfBirth	StateOfBirth	CityOfBirth	GuardianLast Name	GuardianFirst Name	StudentID	Address	GradeLevel	City	State	ZipCode
2	Castaneda		12/02/1991			Male		3985											
3	Sorrell		07/01/1993			Female													
4	Johnson																		
5	Jones							X123											
6																			

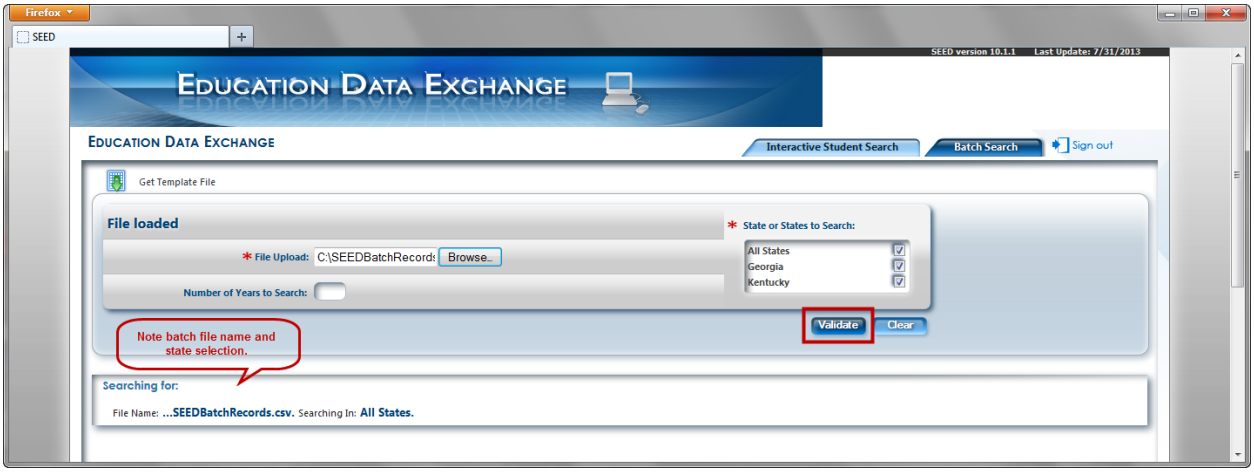
Once the batch search file has been prepared, the next step is to upload the batch file into the SEED application for validation. If errors are detected during validation, the user may fix the errors and resubmit the file or the user may request to go forward with the search for any records in the file that do not contain validation errors. (Note: The last two records in the above sample Batch Search file are invalid.)

Submit Batch Student Search File

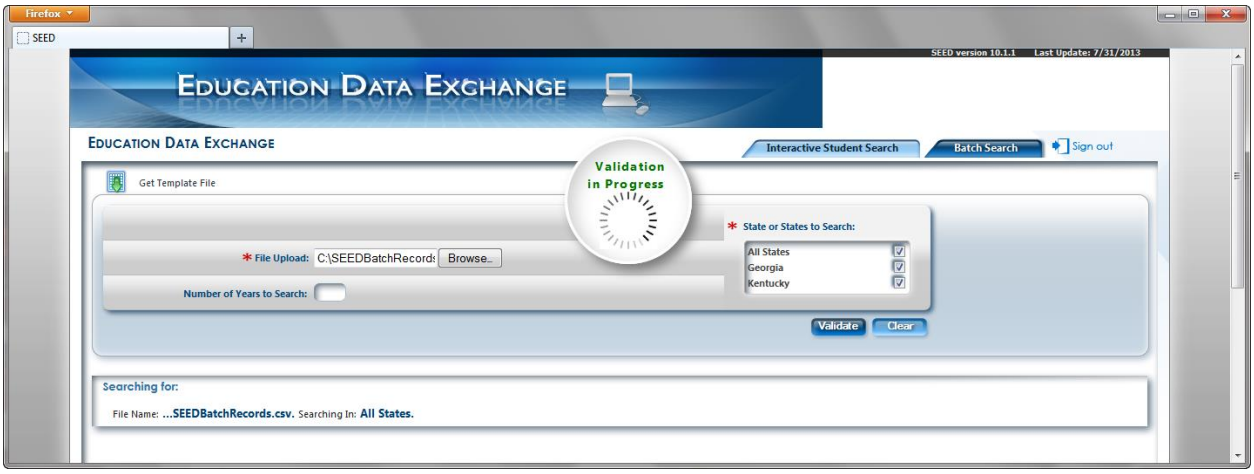
To submit the batch search file, click on the **Browse** button to locate the batch search .CSV file that is to be uploaded to the SEED application.



Once the batch search file is selected, select the states to search (or accept default of 'All States') and validate the batch file by clicking on the **Validate** button. Optionally, enter the number of years to search in the *Number of Years to Search* field. The default for the *Number of Years to Search* is all years.



While the SEED application is validating the batch student search file, the **'Validation in Progress'** disc is displayed. Once the SEED application has completed the validation, the disc disappears and validation results are displayed.

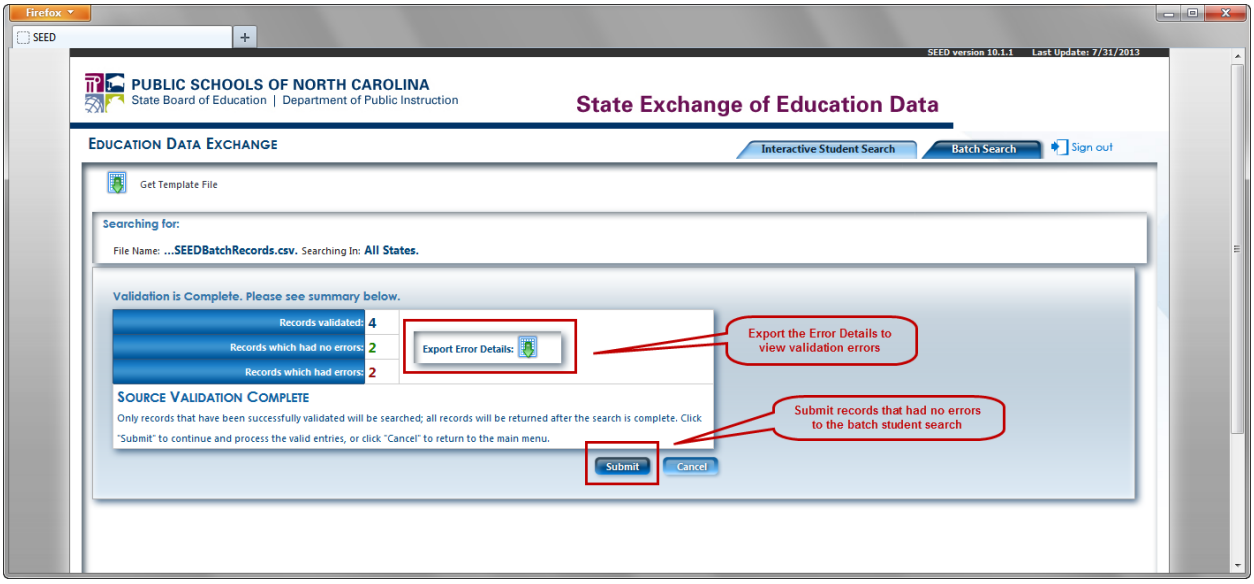


Batch File Validation

Upon completion of the batch search file validation, the SEED application displays the results. The results include the:

- Number of records validated,
- Number of records which had no errors, and
- Number of records which had errors.

At this point, the user may download the Export Error Details file by clicking on the '**Export**' button, or if there are records that had no errors, submit the error-free records to the batch student search by clicking the '**Submit**' button.

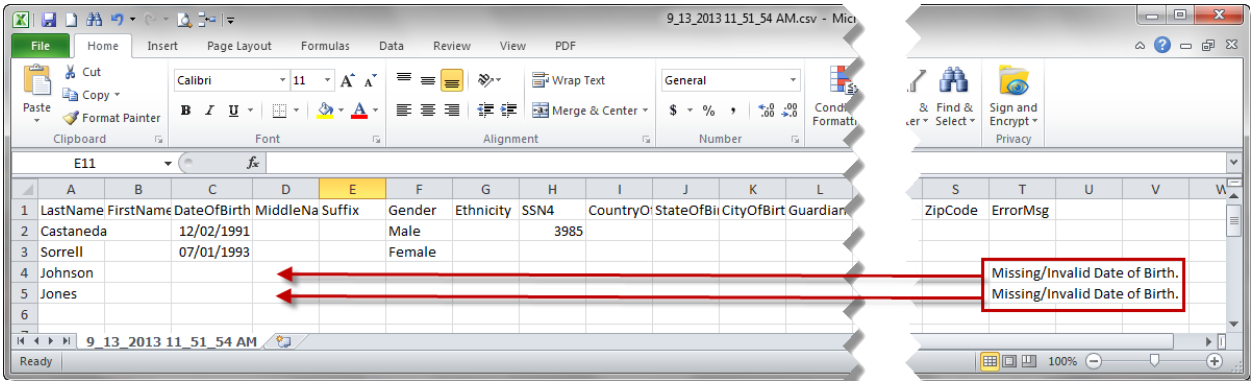

Firefox
SEED
SEED version 10.1.1 Last Update: 7/31/2013
PUBLIC SCHOOLS OF NORTH CAROLINA
State Board of Education | Department of Public Instruction
State Exchange of Education Data
EDUCATION DATA EXCHANGE
Interactive Student Search
Batch Search
Sign out
Get Template File
Searching for:
File Name: ...SEEDBatchRecords.csv. Searching In: All States.
Validation is Complete. Please see summary below.
Records validated: 4
Records which had no errors: 2
Records which had errors: 2
Export Error Details:
Export the Error Details to view validation errors
SOURCE VALIDATION COMPLETE
Only records that have been successfully validated will be searched; all records will be returned after the search is complete. Click "Submit" to continue and process the valid entries, or click "Cancel" to return to the main menu.
Submit records that had no errors to the batch student search
Submit
Cancel

Batch File Validation Results

When the SEED application downloads the Error Details file, it is downloaded as a .CSV file. The file name is comprised of the Date and Time that the file was downloaded: MM_DD_YYYY HH_MI_SS, where MM is month, DD is day, YYYY is year, HH is hour, MI is minute, SS is second and AM or PM (Example: 9_13_2013 11_51_54 AM.csv).

The Error Details file includes all of the records that were included in the original batch student search file. It has the same format as the batch search file, with the exception of an additional column for error messages. The SEED application adds an 'ErrorMsg' column that contains the validation error message for records that did not pass validation. The example shown below illustrates this point. The last two records submitted in the batch search did not include *Date of*

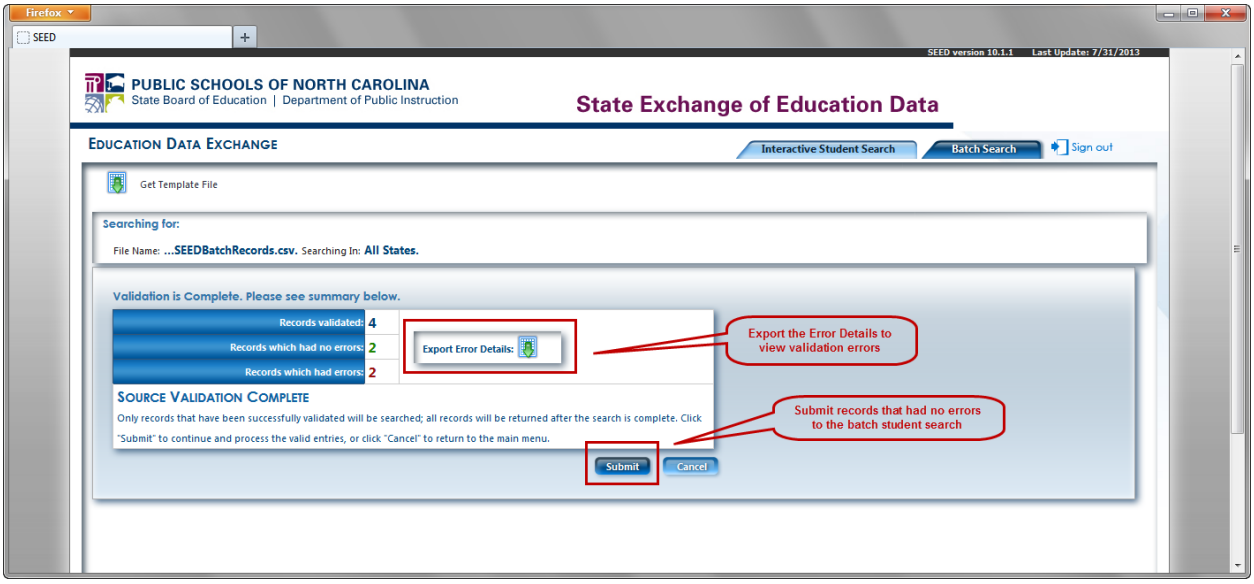
Birth. As a result, these two records include the error message, 'Missing/Invalid Birth Date'. The first two records passed validation and therefore, do not include an error message.



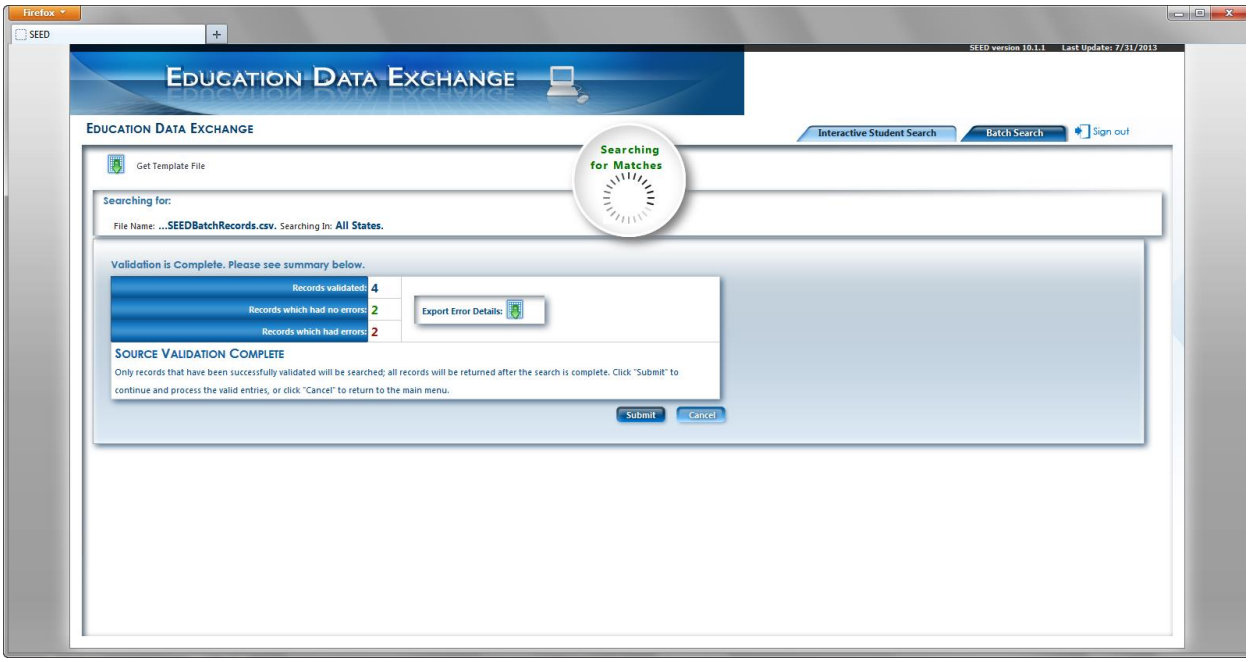
At this point, the user may wish to fix the records that did not pass validation and resubmit the file. It is not necessary to remove the *ErrorMsg* column as this column will be ignored by the Batch Student Search. Optionally, the user may submit the batch search file with errors, but only the error-free records will be considered for the batch student search.

Submit Batch Search File

To submit the student batch file, click the **Submit** button.


PUBLIC SCHOOLS OF NORTH CAROLINA
State Board of Education | Department of Public Instruction
State Exchange of Education Data
EDUCATION DATA EXCHANGE
Interactive Student Search
Batch Search
Sign out
Get Template File
Searching for:
File Name: ...SEEDBatchRecords.csv. Searching In: All States.
Validation is Complete. Please see summary below.
Records validated: 4
Records which had no errors: 2
Records which had errors: 2
Export Error Details:
Export the Error Details to view validation errors
SOURCE VALIDATION COMPLETE
Only records that have been successfully validated will be searched; all records will be returned after the search is complete. Click "Submit" to continue and process the valid entries, or click "Cancel" to return to the main menu.
Submit records that had no errors to the batch student search
Submit
Cancel

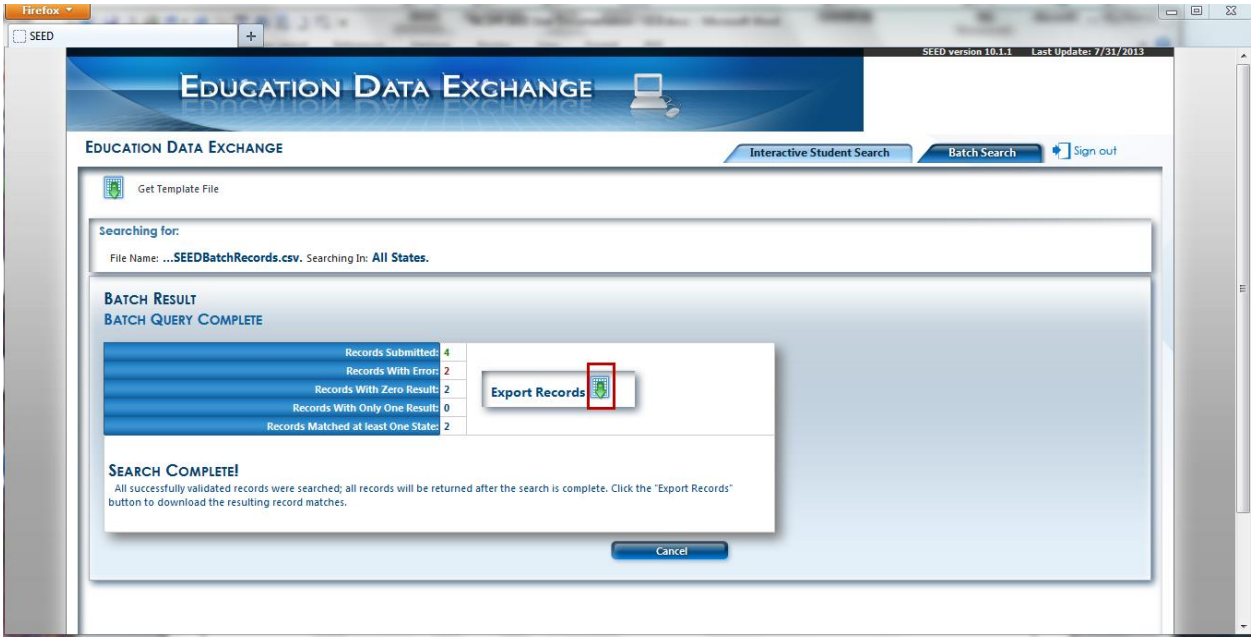
While the SEED application searches for student records, the **'Searching for Matches'** disc is displayed. Once the SEED application has completed the search, the disc disappears and search results are displayed.


Firefox
SEED
SEED version 10.1.1 Last Update: 7/31/2013
EDUCATION DATA EXCHANGE
EDUCATION DATA EXCHANGE
Interactive Student Search
Batch Search
Sign out
Get Template File
Searching for Matches
Searching for:
File Name: ...SEEDBatchRecords.csv. Searching In: All States.
Validation is Complete. Please see summary below.
Records validated: 4
Records which had no errors: 2
Records which had errors: 2
Export Error Details:
SOURCE VALIDATION COMPLETE
Only records that have been successfully validated will be searched; all records will be returned after the search is complete. Click "Submit" to continue and process the valid entries, or click "Cancel" to return to the main menu.
Submit
Cancel

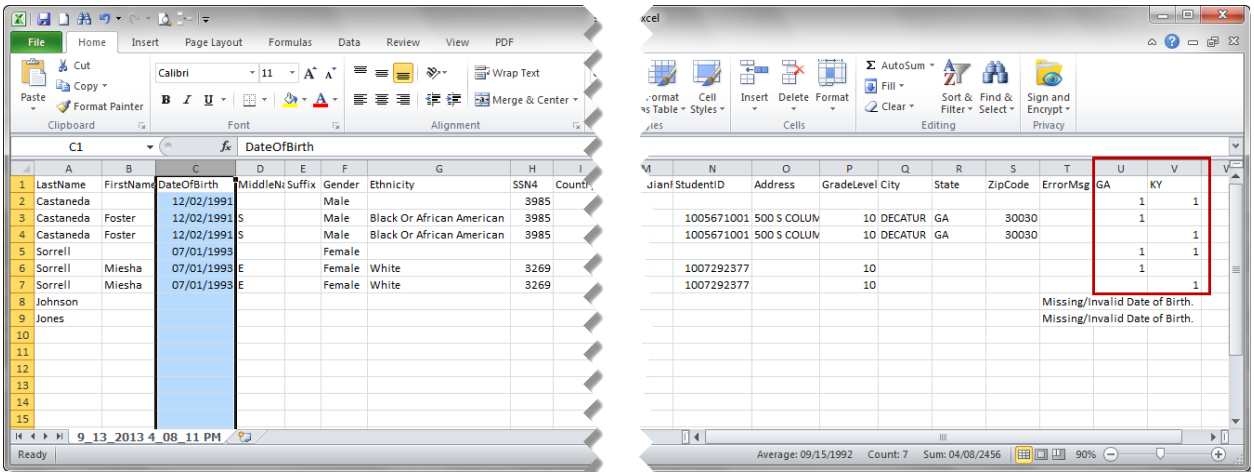
Batch Search Results

When the batch search for student matches is complete, the SEED application will display the results. The results include a count of:

- Records Submitted,
- Records With Errors,
- Records With Zero Results,
- Records With Only One Result, and
- Records Matched at Least One State.


Firefox
SEED
SEED version 10.1.1 Last Update: 7/31/2013
EDUCATION DATA EXCHANGE
EDUCATION DATA EXCHANGE
Interactive Student Search
Batch Search
Sign out
Get Template File
Searching for:
File Name: ...SEEDBatchRecords.csv. Searching In: All States.
BATCH RESULT
BATCH QUERY COMPLETE
Records Submitted: 4
Records With Error: 2
Records With Zero Result: 2
Records With Only One Result: 0
Records Matched at least One State: 2
Export Records
SEARCH COMPLETE!
All successfully validated records were searched; all records will be returned after the search is complete. Click the "Export Records" button to download the resulting record matches.
Cancel

At this point, the user may download the results file to view the contents. Depending on the search results, there may be student matches, no student matches and/or validation error messages. To export the results of the batch search, click on the '**Download**' button.



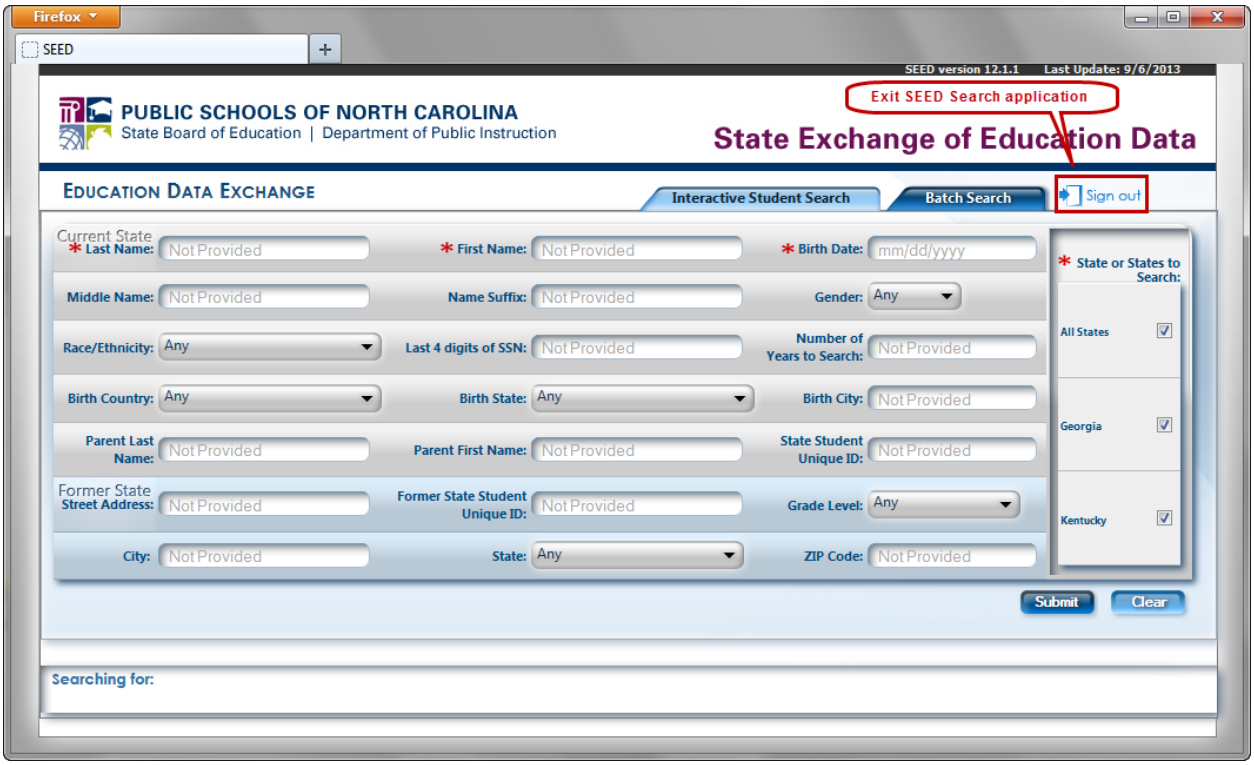
The batch results file has the same format as the batch search file and batch error file, with the exception of additional columns representing the states that were searched. For each state that was searched, a column is added to the right of the *ZipCode* and *ErrorMsg* columns. The original batch student search records will have a '1' in each of the *State to Search* columns, identified by their state abbreviation. Each results record will have a '1' in the column that identifies the state where the

match was found. In the above example, two records passed validation and were submitted to GA and KY. In each case, both GA and KY found a matching record.

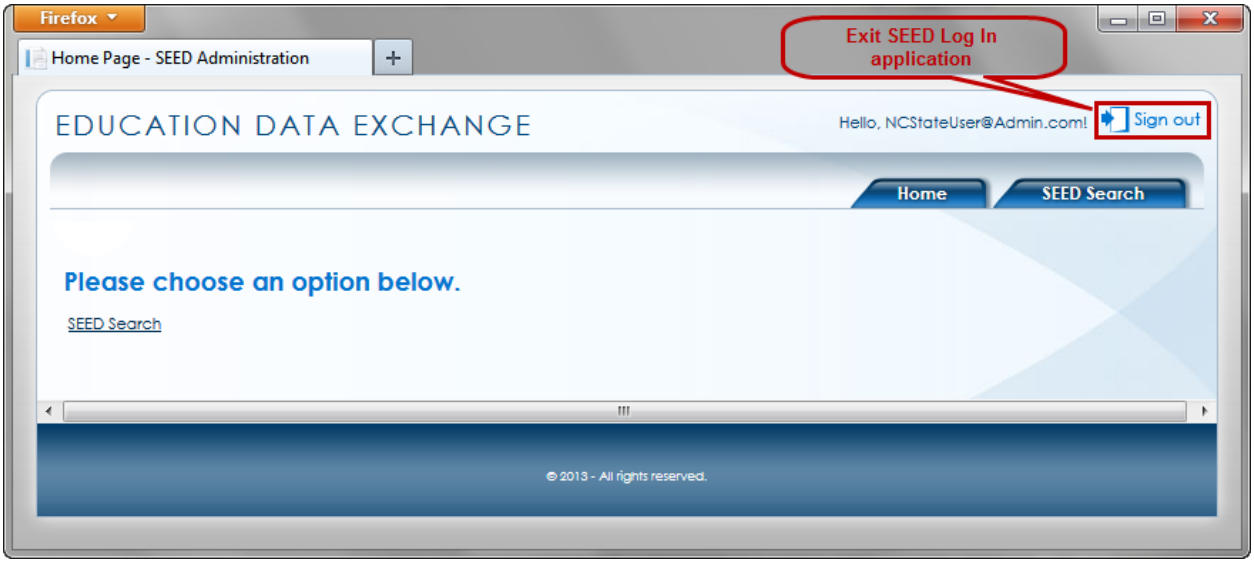
Logging Out of SEED

Upon completing a student search in the SEED application, North Carolina SEED users will need to sign out of the application twice to fully exit the application. This is because the SEED Search application is launched from the Log In application.

When working in the SEED Search application, click the Sign Out icon to fully exit the SEED Search application. Closing the browser will also exit the application, but signing out is the preferred method to exiting the SEED Search application.



After exiting the SEED Search application, you will see that the SEED Home page is still active in the web browser. Click the Sign Out icon on the SEED Home page to fully exit the SEED Log In application. Closing the browser will also exit the application, but signing out is the preferred method to exiting the SEED Log In application.



SEED Application Support Contact

Please report any issues with the SEED application to the appropriate support person.

NC State and District level users should contact the NC DPI Help Desk. If the NC DPI Help Desk cannot resolve the issue, then the Help Desk shall contact the NC SEED State Administrator*. If the issue still cannot be resolved, the NC SEED State Administrator will contact the Georgia Department of Education's SEED Technical Team.

NC DPI Help Desk Contact
dpi.incidents@its.nc.gov
919-807-4357

*The NC SEED State Administrator can be contacted by sending an email to SEED-info@dpi.nc.gov.

Appendix A: Data Element Validations

The SEED Application enforces field level validations on most of the data elements that are entered (not selected from drop-downs) by the user. The data elements that are validated, along with the validation rules, are listed below:

Data Element Name	Required	Validation
Last Name	Yes, unless First Name is provided	Limit 35 characters
First Name	Yes, unless Last Name is provided	Limit 35 characters
Birth Date	Yes	MM/DD/YYYY
Middle Name	No	Limit 57 characters
Name Suffix	No	Limit 10 characters
Gender	No	Selected from dropdown
Race/Ethnicity	No	Selected from dropdown
Last 4 digits of SSN	No	4 Digits only
Number of Years to Search	No	2 Digits only
Birth Country	No	Selected from dropdown
Birth State	No	Selected from dropdown
Birth City	No	Selected from dropdown
Parent Last Name	No	Limit 35 characters
Parent First Name	No	Limit 35 characters
State Student Unique ID	No	Limit 30 characters
Former State Street Address	No	Limit 35 characters
Former State Student Unique ID	No	Limit 35 characters
Grade Level	No	Selected from dropdown
Former State City	No	Limit 35 characters
Former State	No	Selected from dropdown
Former State Zip Code	No	Limit 5 characters